

For distribution at certified training only. Do not redistribute.

## Learner Workbook

# **SMART Notebook Software Training**

**for SMART Board™ Interactive Whiteboards**

*Version 10 for Windows Operating systems*

# Jacki Campbell

Instructional Technology Consultant  
Wayne RESA  
33500 Van Born Road  
Wayne MI 48184

campbej@resa.net  
734.334.1303 phone  
734.334.1857 fax

[techknow.wikispaces.com](http://techknow.wikispaces.com)  
for my SMART resources online



---

SMART's Teachers Hub – [www.education.smarttech.com/Hub](http://www.education.smarttech.com/Hub)  
select Educator resources > Lesson activities

SMART Support – [www.smarttech.com/support](http://www.smarttech.com/support)

SMART Exchange (discussion boards) – [www.exchange.smarttech.com](http://www.exchange.smarttech.com)

# Table of Contents

## Getting Started

How Does a SMART Board Interactive Whiteboard Work? .....	1
Your Finger is the Mouse .....	2
Pen Tray .....	2
Pen Tray Buttons .....	2
Pen Tools .....	2
On-Screen Keyboard .....	2
Right Mouse Button .....	3
Orientation .....	4
Help Button .....	4
Ready Light .....	4
Writing Notes .....	4
Keeping Your Board Clean .....	7
Review Questions and Hands-on Practice .....	9

## Ink Aware Applications

What Applications are Ink Aware? .....	14
Microsoft Word .....	14
Microsoft Excel .....	16
Microsoft PowerPoint .....	17
Review Questions and Hands-on Practice .....	19

## Notebook Software Basics

Using Notebook for the First Time .....	28
Notebook Software Menu Bar .....	29
Notebook Software Toolbar .....	31
Side Tabs .....	32
Page Sorter Tab .....	33
Gallery Tab .....	33
Attachments Tab .....	37
Sharing Your Notebook File .....	37
The Properties Tab .....	38
Review Questions and Hands-on Practice .....	41

## Objects in Notebook Software

Manipulating Objects in Notebook Software .....	46
Handwriting Recognition .....	53
Shape Recognition .....	53
Typed Text .....	54
Drawing Tools .....	55
Inserting Images into Notebook Software .....	57
Review Questions and Hands-on Practice .....	59

## **Building in Interactivity: Part 1**

Review of Design Basics .....	64
Reveal .....	65
Drag and Drop .....	67
Infinite Cloner .....	68
Magic Pen .....	70
Review Questions and Hands-on Practice .....	71

## **Building in Interactivity: Part 2**

Dual Page Display and Pin Page .....	78
Gallery Content for Interactive Lessons .....	79
Attaching Sound .....	80
Object Animation .....	81
Interactive Resources from the Lesson Activity Toolkit .....	81
Review Questions .....	85

## **Structuring and Organizing Lessons**

The Lesson Activity Toolkit .....	87
Teachers' Notes and Lesson Notes .....	87
Title Pages and Lesson Pages .....	88
Page Grouping .....	89
Linking .....	90
Creating Links .....	91
Show All Links .....	92
Attachments .....	93
My Content .....	94
Team Content .....	95
Review Questions .....	97

## **Adding Style to Lesson Activities**

Properties Tab .....	99
Themes .....	101
Active Alignment .....	102
Tables .....	103
Lesson Pages .....	105
Graphics .....	105
Review Questions .....	107

## **Integrating Media**

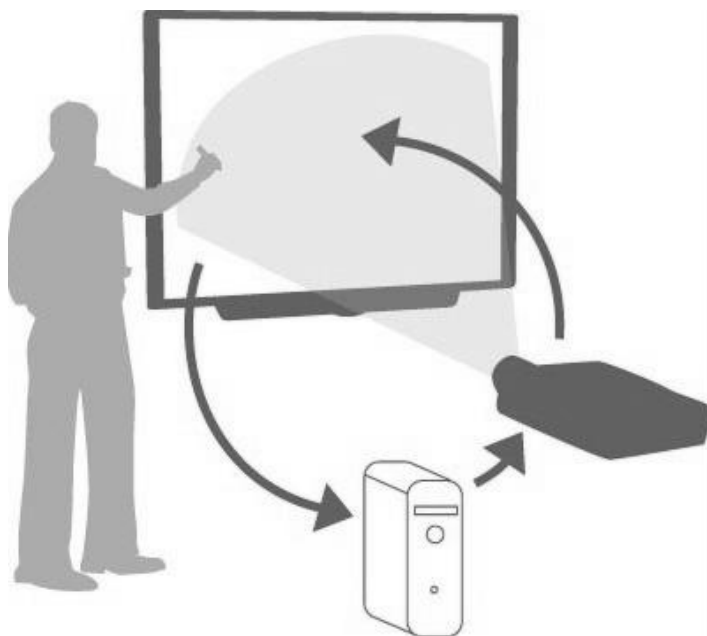
Integrating Rich-Media into Lesson Activities .....	109
Page Recorder .....	109
SMART Recorder .....	110
SMART Video Player .....	112
Video Player Settings .....	113
Import Images .....	114
Importing a File with SMART Notebook Print Capture .....	114

# Getting Started

*The SMART Board™ interactive whiteboard is very easy to use. If you can use a computer, you can use an interactive whiteboard. The touch-sensitive display connects to your computer and projector to show your computer image. You can control applications from the display with your finger, write notes in digital ink and save your work to share later.*

## How Does a SMART Board Interactive Whiteboard Work?

The SMART Board interactive whiteboard is touch sensitive and operates as part of a system that includes a computer and a projector.



The computer sends an image of an application to the projector.

The projector casts the image onto the interactive whiteboard.

The interactive whiteboard acts as both the monitor and input device, allowing you to control an application by simply touching the interactive whiteboard.

It may help you to think of your interactive whiteboard the same way you think of your mouse or keyboard – it is an input device that enables you to control applications on your computer.

### Safety Tips

You and your students should never look directly at the light beam from the projector. You (and your students) should always take a step (or even two) sideways before turning to face the class.

Tell your students not to touch the projector, as it can become extremely hot during normal operation.

Don't use a chair to increase a student's reach. If your students can't reach the top of the interactive whiteboard, lower it. You may need to remount a wall-mounted unit to a lower position. If your interactive whiteboard is mounted on a floor stand, lower it with the help of another adult.

Tell students not to run in the vicinity of the floor stand, as they may trip over the floor stand's feet.

## Your Finger is the Mouse

You can control applications on your computer from the interactive whiteboard. A press with your finger on a SMART Board interactive whiteboard is the same as a click with your mouse. You open an application the same way you do on your desktop computer, but instead of using your mouse to select and open files, just press or double-press the application icon with your finger. Orienting the interactive whiteboard (discussed in detail later) will ensure the cursor is aligned with your finger press.



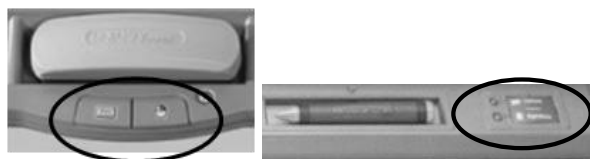
## Pen Tray

The SMART Pen Tray consists of four color-coded slots for pen tools and one slot for the eraser. Each slot has an optical sensor to identify when the pen tools and eraser have been picked up. You can write with the pen tool or with your finger, as long as a pen slot is empty. The technology in the pen tray is smart enough to know which tool was removed from its slot most recently. If you remove the eraser from its slot while you are still holding a pen tool, the pen tray will assume you want to erase. The lights above the tool slots indicate which tool was removed last.



## Pen Tray Buttons

The pen tray has at least two buttons. One button is used to launch the On-Screen Keyboard. The second button is used to make your next touch on the interactive whiteboard a right-click. Some interactive whiteboards have a third button. The third button is used to access the Help Center quickly.



## Pen Tools

The SMART Board interactive whiteboard comes with four pen tools, which are black, red, green and blue, and one eraser. Although you do not need to use the pen tools to write on your interactive whiteboard, they do make writing more intuitive. Pick up a pen tool from the SMART Pen Tray and begin writing. To erase your digital ink, remove the eraser from the pen tray and move it in a smooth motion over your notes. The notes will disappear.

## On-Screen Keyboard

This on-screen, virtual keyboard eliminates the need for an attached physical keyboard, as you can use its many views to enter typed text. There are several available keyboard views, including the Classic, Write, Simple, Simple Capitals, Number Pad and Shortcut view.

To open the keyboard, press the **SMART Board** icon in the notification area and select **Keyboard**. Alternatively, press the **Keyboard** button on your SMART Board interactive whiteboard pen tray.

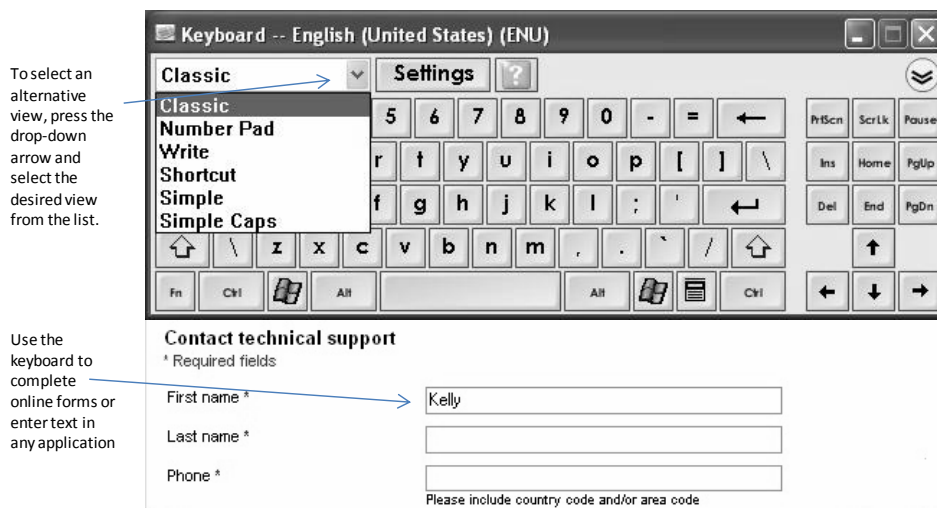


Type or edit text in any application without leaving the interactive whiteboard.

Press the **Keyboard** button on the pen tray to launch the On-Screen Keyboard.

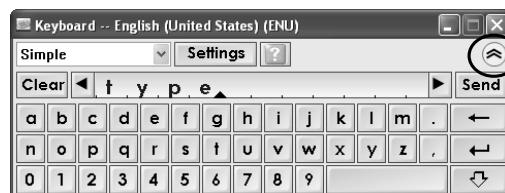
## Classic View

Press the virtual keys to type text, then press the **Send** button to place the text into the active dialog box or application. You can type into any application, whether it's Ink Aware or not.



## Double-Arrow Button

Press the double-arrow button to open the Preview Pane. When the Preview Pane is open, you can type an entire word or sentence before sending any information to an application. When you are finished typing, pressing the Send button will send your text to the active application.



## Simple View

Teachers who are teaching students who are just learning the alphabet, or who are not yet familiar with a standard keyboard layout, will appreciate the two simple views available Simple and Simple Caps. In both of these views, the letters are arranged in alphabetical order, followed by digits 0 through 9.



## Right Mouse Button

Press the **right mouse** button on the pen tray to have your next press on the screen recognized as a right-click. A graphic in the bottom right of your screen will appear to remind you that your next press will be registered as a right-click.



**TIP:** Instead of pressing the right mouse button, press and hold on the area of the screen where you would like to make a right-click. After a few seconds of pressing and holding the area, the right-click menu will appear.

## Orientation

Orientation ensures your touch is registered accurately when you are using the interactive whiteboard.



If you are touching an icon and your cursor appears somewhere other than where you are pressing, try orienting the interactive whiteboard. After orientation, your cursor should appear wherever you are touching the interactive whiteboard.

To launch the Orient function, press and hold the **keyboard** button and the **right mouse** button simultaneously until the Orientation screen appears.

## Help Button

If the pen tray features a help button, press it to launch the *Help and Support for Your SMART Board interactive whiteboard* dialog box. The dialog box provides one-touch access to information that will help you answer almost any question relating to your SMART product.



## Ready Light


Your SMART Board interactive whiteboard includes a Ready Light that indicates the status of your interactive whiteboard (located on the front of the board).

Color of Light	Status
Not lit	the interactive whiteboard does not have power – check the USB cable connections
Solid green	the interactive whiteboard is successfully communicating with the SMART Board software on the computer
Flashing green	the SMART Board driver isn't installed or isn't running – verify that the driver is installed, and if it isn't, install it – if the Ready Light continues to flash green, you may want to contact your support representative for assistance
Solid red	the board has power, but it is not communicating with the computer – during the initial powering up or reset, you will see the Ready Light turn red for a moment, this brief red illumination is normal
Flashing amber	normal – occurs only when you are updating firmware using SMART's Firmware Flashing Wizard
Solid amber	problem state – try resetting the interactive whiteboard by disconnecting and then reconnecting the USB cable at the interactive whiteboard end

## Writing Notes

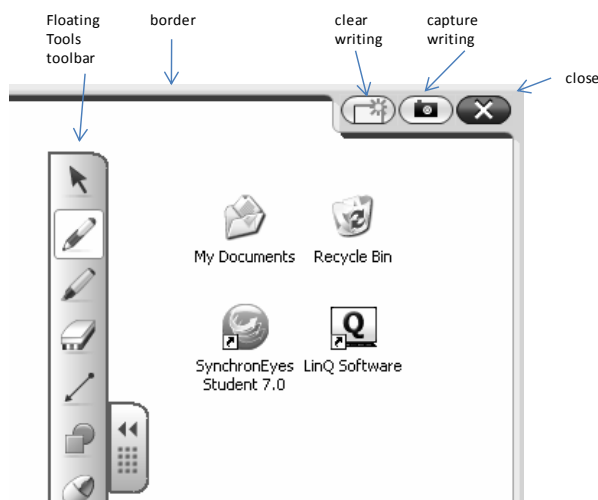
Make notes or drawings by removing a pen tool from the pen tray and writing on the surface of the interactive whiteboard.

### *The Digital Ink Layer*

When you remove a pen tool from the pen tray, a border appears around your desktop, and the Floating Tools toolbar launches. If it does not launch immediately, press the SMART Board™ icon  located in the Windows Notification Area at the bottom right of your screen. Choose Show **Floating Tools...** from the menu.



The border indicates the Digital Ink Layer is in place, and you can write on the desktop just as you would write on a transparent sheet. The Digital Ink Layer and its visible border remain in place until all pen tools and the eraser have been returned to the pen tray and you touch the board.



Your first touch on the board, after returning all the pen tray tools, will bring up a menu with options for capturing your writing. If you wish to hide this menu, click **Ink Layer Options...** and select the **Close ink layer with pointer** checkbox.

To save an image of the screen on which you were writing into a new Notebook page, choose **Save Ink**. To clear the writing but keep the Digital Ink Layer in place, choose **Clear Ink**. To remove the Digital Ink Layer and clear the writing, choose **Close Ink Layer**.



### Restoring Your Notes and Drawings

If you accidentally clear your writing, you can restore it by pressing the **Click here to restore ink** icon, located in the lower right of the screen. You can then use the Area Capture button to save your notes.

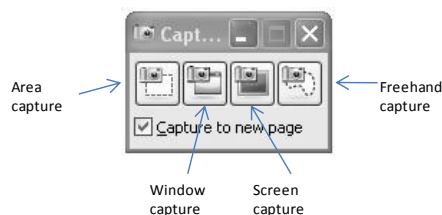


If you do not see the **Click here to restore ink** message or don't reach it before it disappears, pick up a pen tool from the pen tray to launch the Floating Tools toolbar or press the double arrows on the toolbar tab on the left of the screen. Press the **Undo** button to restore your notes and drawings.



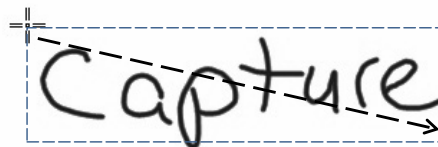
### Capturing Your Notes and Drawings

If you wish to capture a specific area of your screen, press the SMART Board icon located in the Windows Notification Area at the bottom right of your screen. Choose **Other SMART Tools > Screen Capture Toolbar...** from the menu to launch the Screen Capture Toolbar.



To capture an area of your desktop, follow these steps:

1. Press the **Area Capture** button on the Floating Tools toolbar. The Area Capture tool will appear.
2. Press on any corner of the area you wish to capture and, continuing to press, drag the selection box until it surrounds the entire area.
3. Release your press and your selection will be captured as a graphic into Notebook™ software. If Notebook software is not already open, it will open automatically when you capture a portion of your screen. Save your Notebook file by selecting **File > Save**.



## Keeping Your Board Clean

Follow these guidelines to keep the surface of your SMART Board clean.

### **Markers**

You can write on your interactive whiteboard with only standard or high-odor dry-erase markers. These markers usually display a warning to use them in well-ventilated areas. Do not use low-odor dry-erase markers, such as Sanford Expo markers with low-odor ink, because the ink is more difficult to remove.

Do not use permanent markers.

If your board has an OptiPro™ surface, don't use dry-erase markers. If you have an OptiPro surface, an OptiPro label appears in the center bottom frame of your board.

Do not use sharp writing instruments such as ballpoint or fine-pointed pens, which can damage the surface if they're applied with heavy pressure.

To remove permanent marker ink stains: use a commercial cleaner such as Sanford Expo whiteboard cleaner over the permanent ink stain, allow the solution to dry, and then wipe the surface clean with a soft cloth. If that doesn't work, cover the permanent ink with high-odor dry-erase ink and while it is still wet, wipe the screen with a soft cloth. If any trace remains, spray Windex glass cleaner or Sanford Expo whiteboard cleaner on a soft cloth, and then wipe off remaining ink marks. Do not use harsh abrasives, because they can damage the writing surface.

### **Tape**

Do not use adhesive tape on your board – it can damage the writing surface.

### **Cleaning the Board**

Before cleaning your board, shut down the computer so you don't scramble desktop icons or inadvertently start programs when you wipe the screen.

Erase dry-erase ink from the writing surface as soon as possible. The longer dry-erase ink remains, the more difficult it is to remove.

Use an alcohol-free household glass cleaner, such as Windex glass cleaner, on the writing surface.

Clean the board at regular intervals or whenever you notice that the dry-erase ink remains on the screen after erasing.

Do not spray cleaner directly onto the surface. Instead, lightly spray cleaner on a cloth, and then gently wipe the screen.

Do not allow excess glass cleaner to flow into the crack between the lower frame and the writing surface or into the pen tray recesses.

If you can still see ink marks after cleaning the surface with Windex glass cleaner, use a dry-erase marker cleaner, such as Sanford Expo whiteboard cleaner.

For stubborn stains, use isopropyl alcohol (IPA) to clean the writing surface.

### **Disinfecting the Board**

Before cleaning your board, shut down the computer so you don't scramble desktop icons or inadvertently start programs when you wipe the screen.

Wet a clean cloth with a solution of 10% bleach and 90% water, and then wipe the display surface, pen tools, tray and any other surfaces that you want to disinfect. Repeat as necessary.



## REVIEW QUESTIONS: GETTING STARTED

1 Name the three components required to operate a SMART Board interactive whiteboard.

2 How do you know when the interactive whiteboard is ready to be used?

3 Circle the pen-tray button that launches the On-Screen Keyboard.



4 Describe one way to begin the orientation process.

5 How do you right-click on the interactive whiteboard?

6 Circle the Screen Capture toolbar button you would use to capture an area of your desktop.



7 Name one way to restore cleared writing when using the Digital Ink Layer.

## REVIEW ANSWERS: GETTING STARTED

- 1 Name the three components required to operate a SMART Board interactive whiteboard.

Interactive whiteboard

Computer

Projector

- 2 How do you know when the interactive whiteboard is ready to be used?

The Ready Light is a steady green

- 3 Circle the pen-tray button that launches the On-Screen Keyboard.



- 4 Describe one way to begin the orientation process.

Press and hold the keyboard button and the right-mouse button on the pen tray simultaneously.

- 5 How do you right-click on the interactive whiteboard?

Press the **right mouse** button on the pen tray to have your next press on the interactive whiteboard recognized as a right-click.

- 6 Circle the Screen Capture toolbar button you would use to capture an area of your desktop.



- 8 Name one way to restore cleared writing when using the Digital Ink Layer.

Press the **Undo** button on the Floating Tools toolbar.

or

Press the **Click here to restore ink** icon in the lower right of the screen.

## HANDS-ON PRACTICE: BASIC FUNCTIONALITY

*Your school or company has just moved one of your SMART Board interactive whiteboards into a new room because you were unable to access the Internet from the old location. You will be the first person to use it in the new environment and will be showing everyone how to use it and the Internet together. You have learned through experience that whenever a piece of technology gets moved, it's a good idea to test it before you deliver a lesson or presentation. The computer, interactive whiteboard, and projector appear to be working properly when you turn everything on. However, when you double-press the Internet browser icon on your desktop, your cursor appears a few inches away from your finger press.*

### Orienting Your SMART Board Interactive Whiteboard

You remember that when the projector or interactive whiteboard moves location, you should orient the board. This action will tell the computer where the image of the desktop is being displayed on the surface of the interactive whiteboard.

- 1 To orient the interactive whiteboard, press and hold the **keyboard** button and the **right mouse** button simultaneously until the Orientation screen appears



- 2 Begin the orientation process at the upper-left corner of the Orientation screen. Press your finger or pen tool firmly on the center of each cross in the order indicated by the white, diamond-shaped graphic.



**NOTE:** The point is registered when you remove your finger, not when you first touch the Orientation screen.

### Testing Basic Functionality

It's a good idea to test the basic functionality of your interactive whiteboard to ensure all the applications you will be using to deliver your lesson or presentation are working properly.

- 1 Using your finger, double-press the Internet browser icon (Internet Explorer) to launch the Internet
- 2 Press the **On-Screen Keyboard** button on the SMART Pen Tray



## HANDS-ON PRACTICE: BASIC FUNCTIONALITY

- 3 Press once inside your Internet browser's address bar to select the website address



- 4 Using the On-Screen Keyboard, type **www.google.com**



**NOTE:** The On-Screen Keyboard is a single point of contact; touch-typing or keystroke combinations are not possible.

- 5 Press the **Go** button beside your Internet browser's address bar



- 6 You know you will be writing notes directly over the Google™ search engine webpage during your lesson or presentation to highlight key points. Pick up a pen tool from the pen tray. You will notice the Digital Ink Layer appears, shown by a visible border around the desktop. The border indicates you can write on the desktop, and it remains in place until all pen tools and the eraser have been returned to the pen tray and you touch the board.



- 7 Using a pen tool, circle the browser's Back button




## HANDS-ON PRACTICE: BASIC FUNCTIONALITY

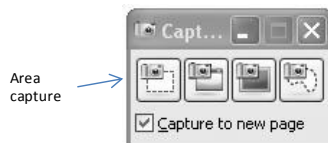
- 8 Return the pen tool to the pen tray, and touch the interactive whiteboard once to clear the circle around the browser's Back button. Press the **Click here to restore ink** icon at the bottom right of the screen to bring the circle back.



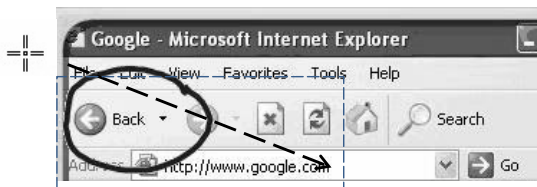
You have now confirmed that you can clear your notes by touching the interactive whiteboard, then restore your notes by pressing the **Click here to restore ink** icon.

To ensure you will be able to capture and save important information for a future lesson or presentation, launch the Screen Capture toolbar by pressing the SMART Board icon  located in the Windows Notification Area at the bottom right of your screen. Choose **Other SMART Tools... > Screen Capture Toolbar...** from the menu.

- 9 Press the **Area Capture** button



- 10 Press the interactive whiteboard and, without releasing pressure, drag the selection box using your finger to outline the circle around your browser's Back button. Release your press to capture the image to Notebook software.



**NOTE: Notebook software will open automatically, and your notes and background will be saved to a new Notebook page.**

- 11 Touch the screen once to clear the circle from your browser's Back button
- 12 Select the unsaved Notebook file from the taskbar to view your captured image in Notebook software. Select **File > Save** to save your notes for future reference.



# Ink Aware Applications

*When software is Ink Aware, you can write and draw directly into the active file. For example, if you write a note or draw something while using Microsoft® Word software, you can save your Word file and your notes will be visible the next time you open it.*

## What Applications are Ink Aware?

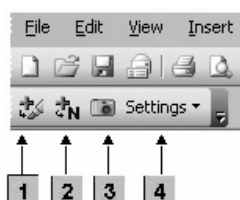
There are over a dozen Ink Aware applications, as outlined in the table below.

Microsoft Office	Microsoft Word, Microsoft Excel, Microsoft PowerPoint , OpenOffice Calc, OpenOffice Writer
Graphic applications	CorelDRAW, OpenOffice DRAW, Microsoft Imaging, Corel Grafigo 2, Microsoft Paint, ArcView, Autodesk® DWF Composer 2.0, Volo View Express
Presentation applications	Microsoft PowerPoint, Corel Presentations, Microsoft Office Live Meeting, Microsoft NetMeeting 2.0/2.1/3, OpenOffice Impress
Other applications	AutoCAD, AutoVue Professional, Microsoft Windows Journal, Microsoft Office OneNote, Microsoft Visio, Adobe Acrobat Professional 6.0/7.0/8.0

This section will focus on the commonly used Microsoft applications –Word, Excel and PowerPoint.

## Microsoft Word

When using Word software with your interactive whiteboard, you will notice four buttons. They may be integrated with the current Word toolbar or separated as a floating toolbar.

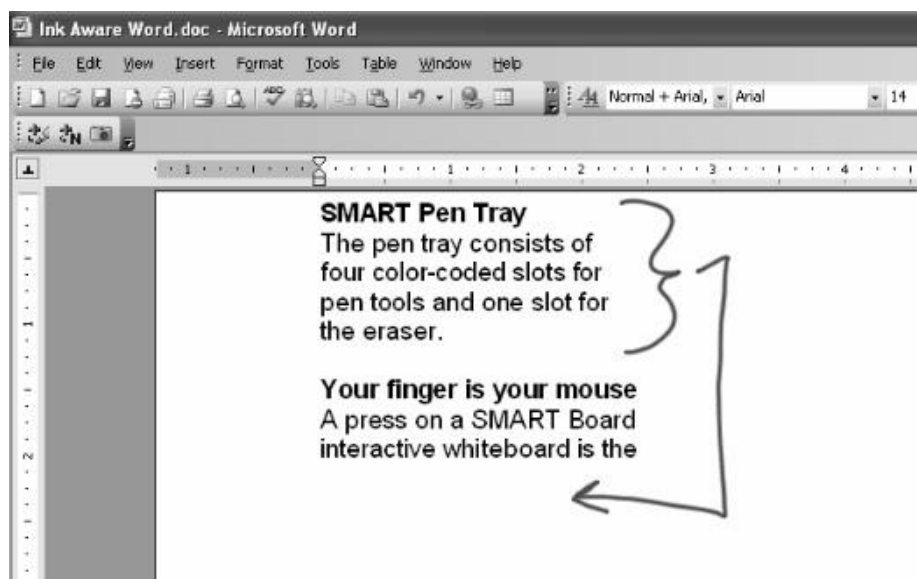


- 1** Press to insert your drawings or writing as an image directly into your document
- 2** Press to convert your writing as typed text directly into your document. Your text will appear at the cursor point and in the color the words were written in.
- 3** Press to save a screen capture in Notebook software
- 4** Press to select the option to automatically insert the drawing as an image

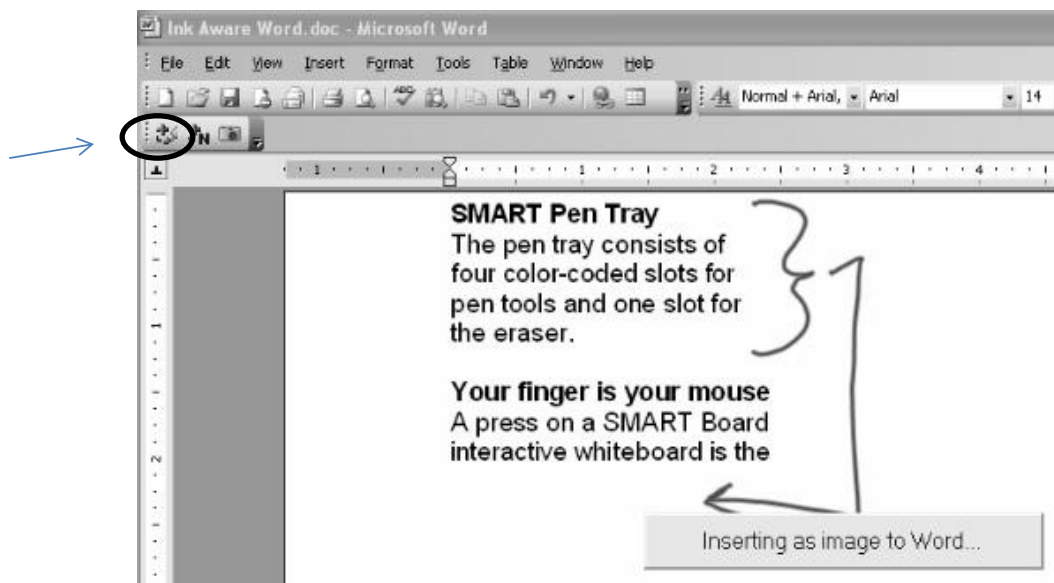
If you do not see this toolbar, select **View > Toolbars > SMART Aware Toolbar** in Word (versions 2003 or earlier).

**Example: Pressing the Insert as Image Button**

Before you press the button, the image is not part of the Microsoft Word file. It can only be seen on the interactive whiteboard.

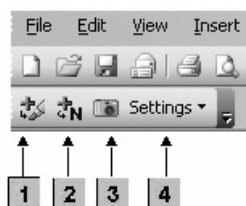


Press the button and the image becomes part of the Microsoft Word file. Now, you can send suggested changes to the appropriate person.



## Microsoft Excel

When using Excel software with your interactive whiteboard, you will notice four new buttons. They may be integrated with the current Excel software toolbar or separated as a floating toolbar.



- 1** Press to insert your drawings or writing as an image directly into your spreadsheet
- 2** Press to convert your writing as typed text directly into your document. Your text will appear at the cursor point and in the color the words were written in.
- 3** Press to save a screen capture in Notebook software
- 4** Press to select the option to automatically insert the drawing as an image

If you do not see either of these toolbars, select **View > Toolbars > SMART Aware Toolbar** in Excel (versions 2003 or earlier).

### Example: Pressing the Insert as Text button

Before you press the button, the image is not part of the Excel software file. It can only be seen on the interactive whiteboard.

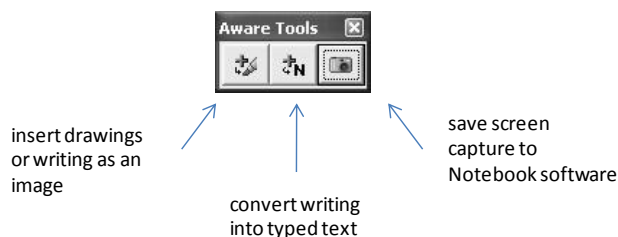
	A	B	C	D
1	Budget requests		Expected costs	
2				
3	Technology upgrades		\$10,000	
4	Professional development			
5	Resource library			
6	Staff hires			
7			10000	
8				

Press the button and the image becomes part of the Excel software file. Now, you can send suggested changes to the appropriate person.

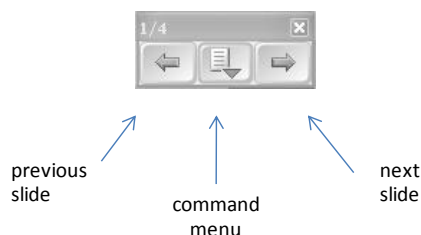
	A	B	C	D
1	Budget requests		Expected costs	
2				
3	Technology upgrades		\$10,000	
4	Professional development		\$1,000	
5	Resource library			
6	Staff hires			
7				
8				
9				

## Microsoft PowerPoint

When you work with PowerPoint software in Normal view on an interactive whiteboard, you can save your hand-written notes as images or text and save screen captures to Notebook software, just as you can when using Word or Excel software. Ink Aware features can be accessed through the Aware Floating Tools, which launches when you pick up a pen tool to write notes or make drawings. Note that you will only see this toolbar when you are in Normal view, not Slide Show view.



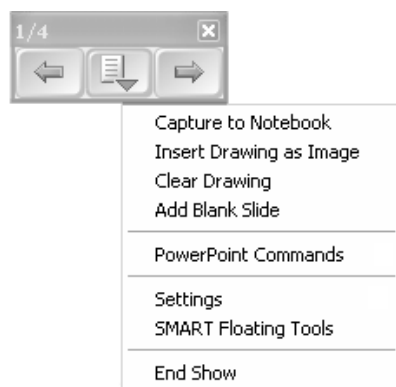
When you present with PowerPoint software on an interactive whiteboard, you can also save your notes as images and save screen captures to Notebook software. Ink Aware applications can be accessed through the Slide Show toolbar, which launches when you enter Slide Show view.



***TIP: You can go to the next slide of a PowerPoint software presentation by pressing twice on the interactive whiteboard, making the second press to the right of the first. To go to the previous slide, make the second press to the left of the first.***

### The Command Menu

Press the center button on the Slide Show toolbar to launch the Command menu.



***Capture to Notebook:*** capture an image of current slide to Notebook software

***Insert Drawing as Image:*** save your notes directly into your presentation

***Clear Drawing:*** delete your notes from the page

***Add Blank Slide:*** add an additional slide to your presentation

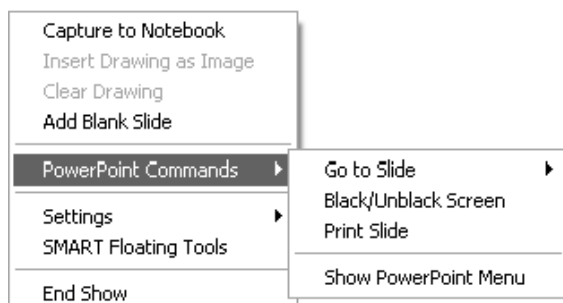
***PowerPoint Commands:*** launch the commands submenu

***Settings:*** launch the settings submenu

***SMART Floating Tools:*** launch the Floating Tools toolbar

***End Show:*** end the slide show

## PowerPoint Commands Submenu



*Go to Slide:* skip to any slide in presentation

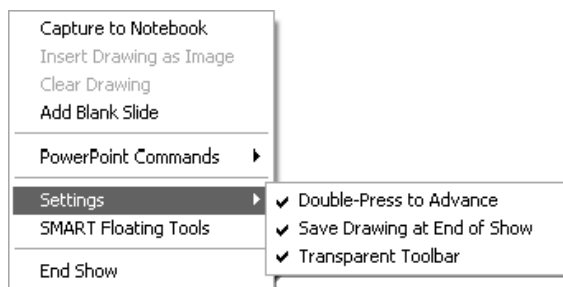
*Black/Unblack Screen:* make the screen black

*Print Slide:* print the current slide on your default printer

*Show PowerPoint Menu:* open the PowerPoint menu

**TIP:** Use the Black/Unblack Screen command when you would like to draw the attention of your class or audience away from the screen and to the presenter. Press twice in rapid succession anywhere on the screen to resume your slide show exactly where you left off.

## Settings Submenu



*Double-Press to Advance:* deselect to advance slides with a single press

*Save Drawing at End of Show:* deselect if you do not want to be prompted to save drawings at end of show

*Transparent Toolbar:* deselect if you'd like the toolbar to be opaque

## SMART Floating Tools

The Windows Operating System taskbar and notification area are hidden when you are presenting a PowerPoint slide show. You can still launch the Floating Tools toolbar by selecting **SMART Floating Tools** from the Command menu.

**TIP:** Use the Ink Aware toolbar buttons to convert your notes directly in Microsoft Word and Excel software.

**TIP:** The Slide Show toolbar in PowerPoint software allows you to control a PowerPoint software presentation while you are at your SMART Board interactive whiteboard

**TIP:** You can launch the Floating Tools toolbar during a PowerPoint slide show by selecting Slide Show Toolbar > Command Menu > SMART Floating Tools



## REVIEW QUESTIONS: INK AWARE

- 1 Describe the function of each of the buttons on the Ink Aware toolbar that appears in Microsoft Word software.
- 2 Describe how to insert digital ink as text into a selected cell of an Excel software spreadsheet.
- 3 Describe when in Slide Show view how to save writing on a PowerPoint slide into Notebook software.
- 4 Describe how you would save your notes and drawings to PowerPoint software files.

## REVIEW ANSWERS: INK AWARE

- 1 **Describe the function of each of the buttons on the Ink Aware toolbar that appears in Microsoft Word software.**

*Insert as Image:* Inserts notes as an image into the document or spreadsheet

*Insert as Text:* Converts notes into typed text and inserts them into the document or spreadsheet

*Capture to Notebook:* Captures the visible active work area into Notebook software

*Settings* allows drawings to be automatically inserted into the document as an image

- 2 **Describe how to insert digital ink as text into a selected cell of an Excel software spreadsheet.**

To save digital ink as text, press the Insert as Text button on the Ink Aware toolbar

- 3 **Describe when in Slide Show view how to save writing on a PowerPoint slide into Notebook software.**

Press the center button on the three-button Slide Show toolbar and select **Capture to Notebook**. Both the slide and the notes will be captured as an image to Notebook software.

- 4 **Describe how you would save your notes and drawings to PowerPoint software files.**

Press the center button on the three-button Slide Show toolbar and select **Insert Drawing as Image**.

If you do not save your notes and move forward to the next slide, you will be prompted to save your notes when you end the slide show. This option can be deselected in the Settings submenu.



## HANDS-ON PRACTICE: INK AWARE – WORD

Before you start, ensure that your computer is turned on and the SMART Board interactive whiteboard is connected and oriented. This hands-on practice assumes you have a basic understanding of the Microsoft Windows operating system.

### Preparation

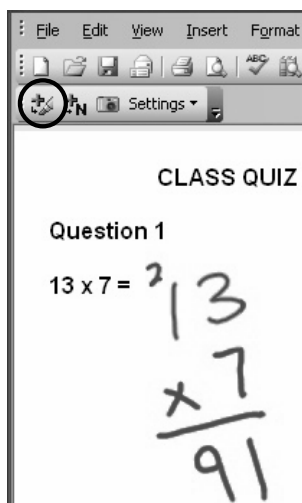
Create a short, two-question quiz. In a real-world example, you would open a quiz prepared in advance.

- 1 Open a blank document in Word
- 2 Type a mathematical equation using your computer's keyboard – for example,  $13 \times 7 =$ . Press the Enter key several times to give your students space to show their work.
- 3 Type Complete the following sentence with either “who” or “whom.” Press the **Enter** key twice, then type Now is the time for all good men to come to the aid of.

### Using Ink Aware in the Classroom

Your class has just completed the quiz you created in Word. Now you would like to review the answers as a group.

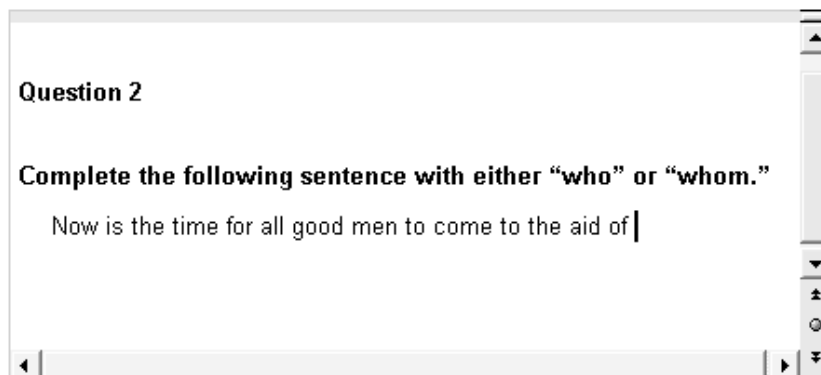
- 1 Show your class how to best display their work when answering the multiplication equation. Use a pen tool from the SMART Pen Tray to demonstrate how to arrive at the correct answer on the interactive whiteboard. Put the pen tool back in the pen tray, and press the **Insert as Image** button to add the answer to your Word file.



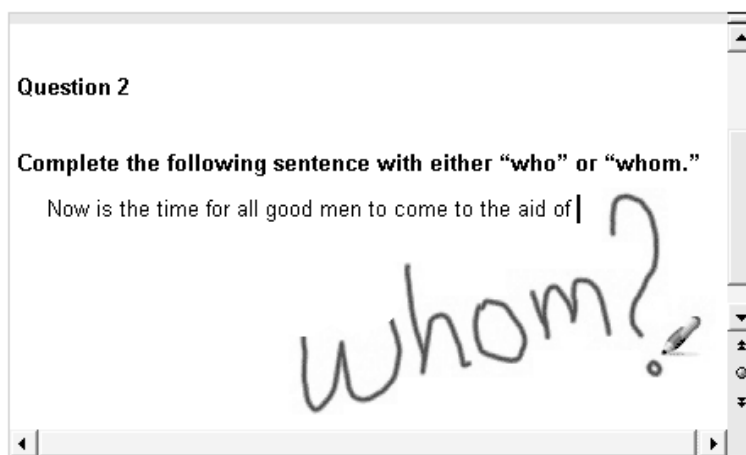
- 2 Move to the next quiz question. Discuss with your class when to use the word who versus whom in the sentence.

## HANDS-ON PRACTICE: INK AWARE – WORD

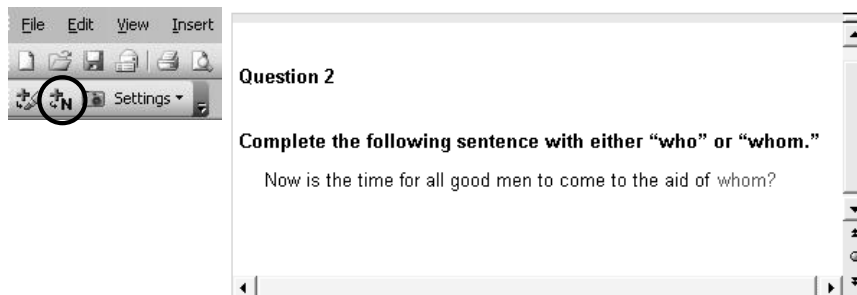
- 3 Touch the interactive whiteboard to place the cursor at the end of the sentence



- 4 Use a pen tool from the pen tray to write the correct answer on the interactive whiteboard



- 5 Press the **Insert as Text** button to convert the correct answer to text. The text will appear at the cursor point and in the same color as the digital ink it was written in.



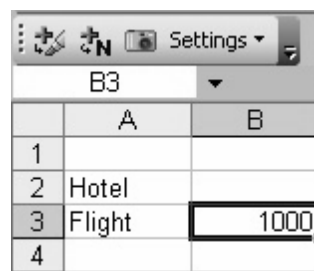
- 6 Save your document in Word. Now you can e-mail or print copies and distribute the answers to your students.

## HANDS-ON PRACTICE: INK AWARE – WORD

Before you start, ensure that your computer is turned on and the SMART Board interactive whiteboard is connected and oriented. This hands-on practice assumes you have a basic understanding of the Microsoft Windows operating system.

### Preparation

- 1 Open a blank spreadsheet in Excel software
- 2 Type Hotel in cell A2 on your computer's keyboard
- 3 Type Flight in cell A3 4 Type 1000 in cell B3

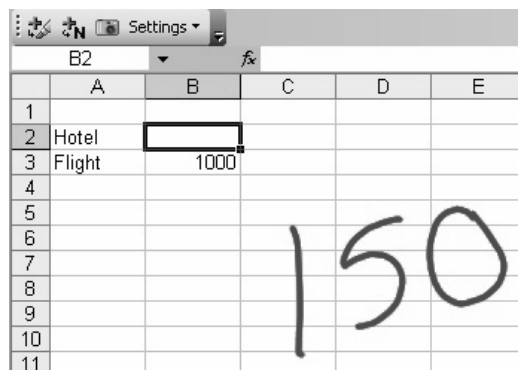


	A	B
1		
2	Hotel	
3	Flight	1000
4		

### Using Ink Aware in the Office

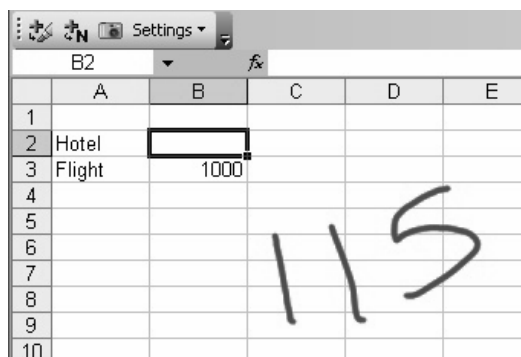
Assume you and your colleagues are attending a conference in the near future. As a group, you prepared a travel request outlining the anticipated expenses. This request will be presented to the accounting department for approval.

- 1 One group member states the hotel will cost \$150 per night. Press the cell in the spreadsheet to highlight where the cost will be placed. Pick up a pen tool from the SMART Pen Tray and write 150 on the interactive whiteboard.



	A	B	C	D	E
1					
2	Hotel	150			
3	Flight	1000			
4					
5					
6					
7					
8					
9					
10					
11					

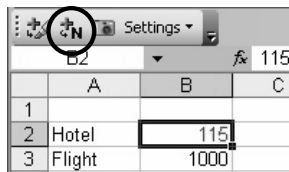
- 2 Another group member declares the corporate rate for the hotel is only \$115 per night. Put the pen tool back in the pen tray and press once on the interactive board to remove 150. Then, press the cell in the spreadsheet to highlight where the new cost will be placed. Now, write 115.



	A	B	C	D	E
1					
2	Hotel	115			
3	Flight	1000			
4					
5					
6					
7					
8					
9					
10					

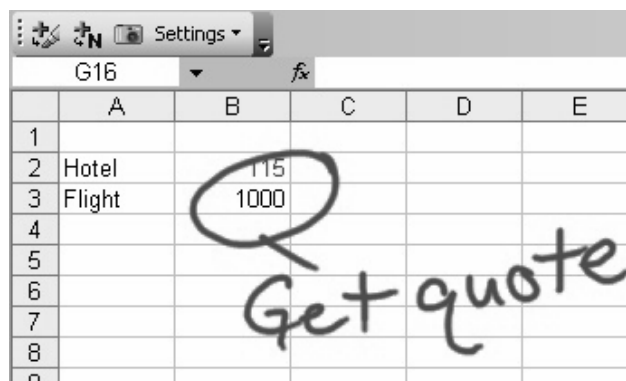
## HANDS-ON PRACTICE: INK AWARE – WORD

- 3 Press the **Insert as Text** button to add the hotel rate into the highlighted cell. Your text is inserted into the spreadsheet and will appear in the same color as the digital ink it was written in.



	A	B	C
1			
2	Hotel	115	
3	Flight	1000	

- 4 Finally, your team lead suggests that you get a minimum of three price quotes for the flight. Circle the flight cost in cell B3 and write Get quote. Press the **Insert as Image** button to insert your note as an image into your spreadsheet.



	A	B	C	D	E
1					
2	Hotel	115			
3	Flight	1000			
4					
5					
6					
7					
8					

- 5 Save your spreadsheet as an Excel software file. Now you can update the travel request with your group's notes and e-mail it to the accounting department for approval.

## HANDS-ON PRACTICE: INK AWARE – POWERPOINT

*Before you start, ensure that your computer is turned on and the SMART Board interactive whiteboard is connected and oriented. This hands-on practice assumes you have a basic understanding of the Microsoft Windows operating system.*

### Preparation

Assume your supervisor has requested a brief presentation on the topic of productivity in the office. The preliminary work on your presentation requires you to incorporate feedback and suggestions from your colleagues. The final presentation will be presented to your supervisor.

For this lesson, a sample PowerPoint file is available for download from:  
[www.smarttech.com/media/trainingcenter/samplepresentation.ppt](http://www.smarttech.com/media/trainingcenter/samplepresentation.ppt)

If this file opens in your Web browser, save it to your desktop and then reopen it. Alternatively, open an existing PowerPoint software presentation saved on your computer. The steps in this hands-on practice will still be applicable to you when using your own presentation with an interactive whiteboard.

### Presenting on an Interactive Whiteboard

- 1 Select **View > Slide Show** to begin your presentation. The Slide Show toolbar automatically appears so you can navigate between slides.
- 2 Press the **Next Slide** button on the Slide Show toolbar to move forward one slide. Then press the **Previous Slide** button to move back one slide
- 3 Advance the slide show by pressing twice on the interactive whiteboard, remembering to make the second press to the right of the first



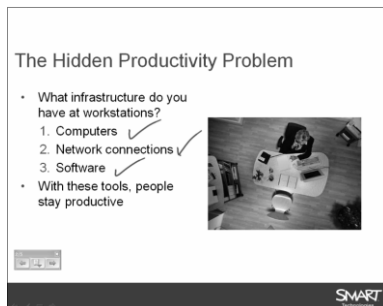
Press twice – a second press to the right will move to the next slide

Press twice – a second press to the left will move to the previous slide

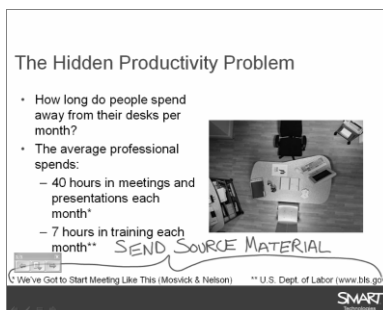
***TIP: You can go to the next slide of a PowerPoint software presentation by pressing twice on the interactive whiteboard, making the second press to the right of the first. To go to the previous slide, make the second press to the left of the first.***

## HANDS-ON PRACTICE: INK AWARE – POWERPOINT

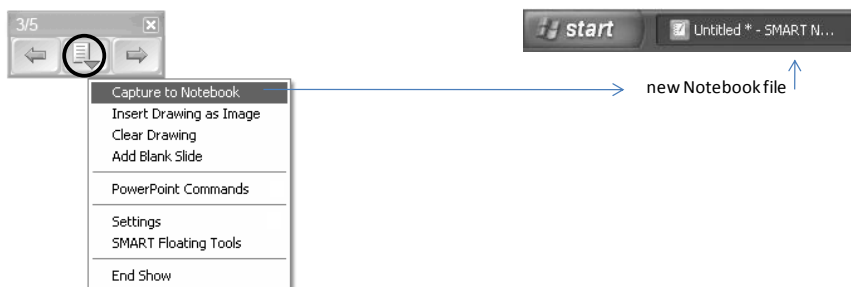
- 4 To draw your audience's attention to the items listed on your slide, pick up a pen tool and place a check mark beside each point as you discuss it with your colleagues.



- 5 After the discussion, you decide to remove the check marks. Return the pen tool to the pen tray and touch the interactive whiteboard once with your finger to clear your notes.
- 6 Use the Slide Show toolbar or press twice on the interactive whiteboard to advance to next slide
- 7 Your colleagues take interest in the statistics you referenced on your PowerPoint slide and ask you to send them the source material. Record their request as a note to remind yourself to get back to them later. Pick up a pen tool from the pen tray and write send source material.



- 8 Return the pen tool to the pen tray
- 9 Since you want to follow up on your note, but you don't want to save it as a permanent part of your presentation, press the **Menu** button on the Slide Show toolbar and select **Capture to Notebook** from the drop-down menu. Notebook software will open automatically and an image of your PowerPoint slide with your written reminder will be inserted into a new Notebook file.

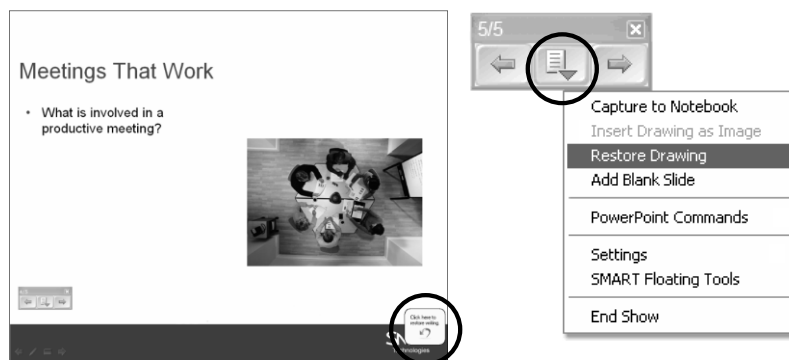


## HANDS-ON PRACTICE: INK AWARE – POWERPOINT

- 10 Now that your reminder has been captured to Notebook software, press once on the interactive whiteboard to erase your note from your presentation. Advance to the next slide.
- 11 The next slide in your presentation requires feedback from your colleagues. Pick up a pen tool and record their suggestions.



- 12 Oops! After putting the pen tool back in the pen tray, you accidentally bumped the interactive whiteboard and your notes disappeared. What if you had wanted to save that information? Before you pick up the pen tool again, press the **Click here to restore writing** icon that appears in the bottom-right corner of the screen. Your notes will reappear on the slide.



***TIP: If the Click here to restore writing icon disappears, don't worry. Click the Menu button on the Slide Show toolbar and select Restore Drawing.***

- 13 You are ready to end your presentation. Press the **Menu** button on the Slide Show toolbar and select **End Show** from the drop-down menu. Select **Yes** in the SMART Aware message box to add your notes to your PowerPoint software presentation.
- 14 Select **File > Save** to save your notes into your original presentation, or select **File > Save As** to save to a new PowerPoint software file. Close your presentation.
- 15 Now select the unsaved Notebook file created earlier in the lesson. Select **File > Save** to save your notes for future reference.

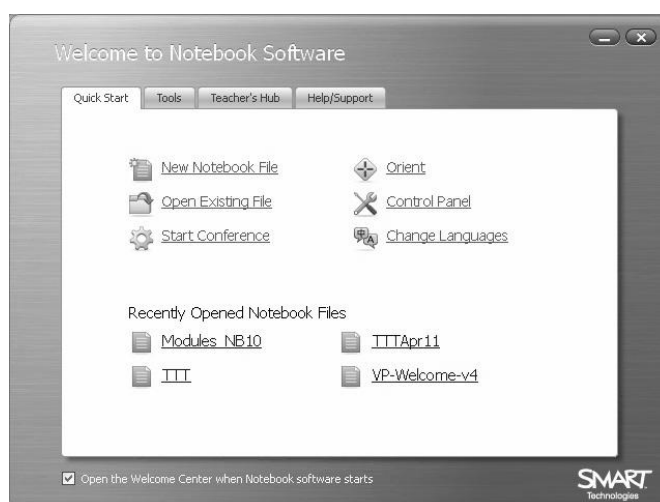
# Notebook Software Basics

*Notebook software is SMART's interactive whiteboarding software. Use it in the classroom to create engaging and interactive lesson activities.*

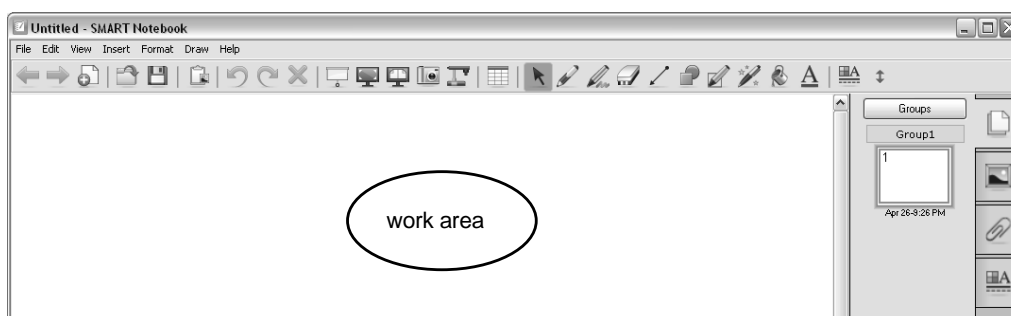
## Using Notebook for the First Time



To launch Notebook software, double-click the SMART Board interactive whiteboard icon on the desktop. Or, click the Start button in the bottom left of your screen, and select **Programs > SMART Board Software > SMART Notebook**. The Welcome to Notebook Software screen will appear. If you do not want to see this screen next time, uncheck the Show this when Notebook opens check box.



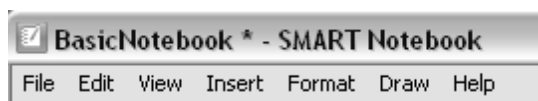
When you click *New Notebook File*, a new file will open. Each new Notebook file contains a **work area** that can be filled with objects. Handwritten notes, typed text, graphics, clip art and Flash® files are all examples of what you can add to a Notebook file. A key feature of Notebook software is the ability to add as many pages as you need to capture or display information.





## Notebook Software Menu Bar

The Notebook software menu bar provides access to many of the same tools and features found on the Notebook software toolbar, and some additional tools. Click on the menu item you wish to access.



Menu	Functions
<b><u>F</u>ile</b>	<ul style="list-style-type: none"> <li>open new or existing files</li> <li>save a file</li> <li>save as – save a file for the very first time, or save with a new name or in a new location</li> <li>save the current page as a gallery item</li> <li>import a variety of file formats</li> <li>export content to a variety of file formats</li> <li>print files or modify print settings</li> <li>send a file to a mail recipient as a notebook file or a PDF</li> <li>timed saves – select how often you want your file to be automatically saved (it is a good idea to set this to 15 minutes)</li> <li>see a list of recently opened files</li> </ul>
<b><u>E</u>dit</b>	<ul style="list-style-type: none"> <li>undo or redo previous actions</li> <li>clone, cut, copy, paste or delete selected objects or all objects on the page</li> <li>edit a text object</li> <li>select all unlocked or all locked objects on the page</li> <li>clear or delete the current page</li> </ul>
<b><u>V</u>iew</b>	<ul style="list-style-type: none"> <li>change the current side tab view (page sorter, gallery, attachments)</li> <li>move to the next or previous page</li> <li>launch the screen capture or screen shade tool</li> <li>hide the side scrollbar</li> <li>customize the toolbar</li> <li>change the view to full screen</li> <li>zoom to magnify or reduce your view of page contents</li> <li>show all links</li> <li>select the language notebook software displays</li> </ul>
<b><u>I</u>nsert</b>	<ul style="list-style-type: none"> <li>add a blank page, a picture, a graphics file, a flash file, a flash video file or a gallery item</li> <li>add a link, a sound file or a table</li> </ul>

Menu	Functions
<b><u>F</u>ormat</b>	change font styles (bold, underline, italic) set object properties (color, line width, line style, fill, transparency) lock object properties and position infinitely clone a selected object change the background color of a page create or set page themes set alignment guide defaults
<b><u>D</u>raw</b>	group, ungroup, flip or order objects select objects access pen, creative pen and eraser tools create shapes and lines text select the fill tool select a default font face, size and color
<b><u>H</u>elp</b>	access the notebook software help file check for software updates participate in the customer experience program access information about notebook software

---

***TIP: You can also access the Notebook software menu bar drop-down menus by holding down the Alt key or the Ctrl key, and tapping the underlined letter in the menu item (e.g., Edit is Alt + e and Save is Ctrl + s).***

---

## Notebook Software Toolbar

The Notebook software toolbar provides access to a number of tools to help you work with your Notebook file. By default, the toolbar appears at the top of the Notebook page.



Button	Use this tool to	Button	Use this tool to
	display previous page		insert a table
	display next page		select any object with finger or mouse
	insert blank page directly after active page		write or draw with pen tool
	open existing Notebook file		write or draw with creative pen tool
	save file		erase digital ink
	paste copied object(s) into a file		draw line
	undo last action performed		create shape
	redo last action performed		draw shape with shape pen
	delete selected object		zoom, spotlight, write in disappearing ink
	show/hide screen shade on current page		use current fill effect to fill object
	open full screen view		create text box for typing
	launch dual page display		modify properties of selected object
	launch screen capture toolbar		move toolbar to bottom of page
	active SMART document camera		

**TIP:** By default, the toolbar appears at the top of the Notebook page. If you prefer, it may be more convenient to move the toolbar to the bottom of the page. To do this, click the double-ended, vertical arrow on the far right of the toolbar.

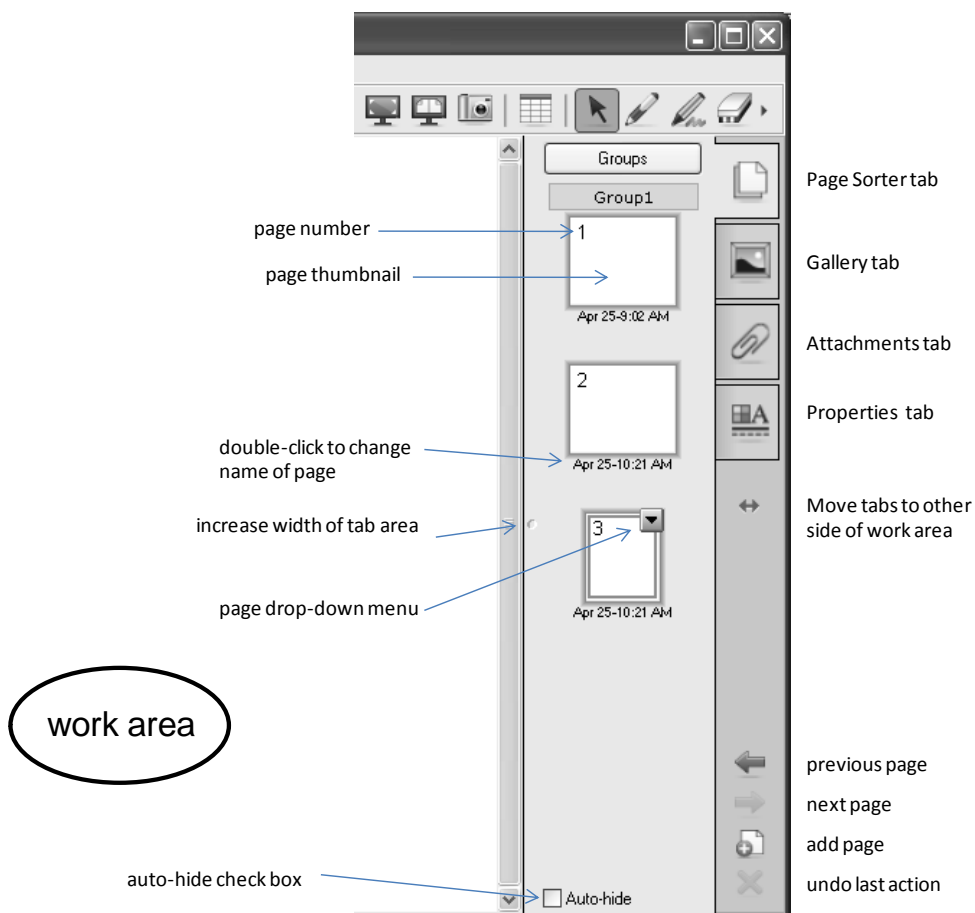
### More Toolbar Choices

When you click on some toolbar buttons, you are offered more options for creating Notebook objects.

pen tool		
line tool		
shape tool		
creative pen tool		
text tool		
eraser tool		

## Side Tabs

There are four tabs on the side of the Notebook interface, which are shown below on the right-hand side of the work area. Click the double-ended horizontal arrow to move the tabs from one side of the work area to the other. You can hide the side tabs from view when you have finished working with them by checking the **Auto-hide** check box.



Click the **Page Sorter** tab to see a thumbnail image of each page in the Notebook file, navigate to a different page or reorder the pages.

Click the **Gallery** tab to access collections of SMART's custom pages, clip art, Flash animations and video you can add to the Notebook file.

Click the **Attachments** tab to add hyperlinks to or attachments from other software applications to the file.

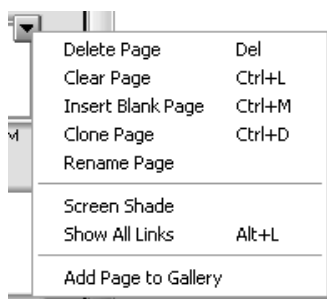
Click the **Properties** tab to format shapes, objects and text.

## Page Sorter Tab

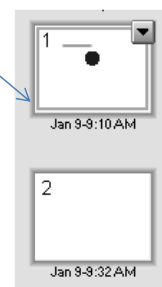


Click the **Page Sorter** tab to see thumbnails of all the pages in the Notebook file. The active page is indicated by a second border around the thumbnail image and a drop-down menu. Clicking another page

in the Page Sorter tab area makes that page active, and its contents are displayed in the work area. To change the page order, drag and drop the thumbnail of the page into its new location.



second border indicates active page

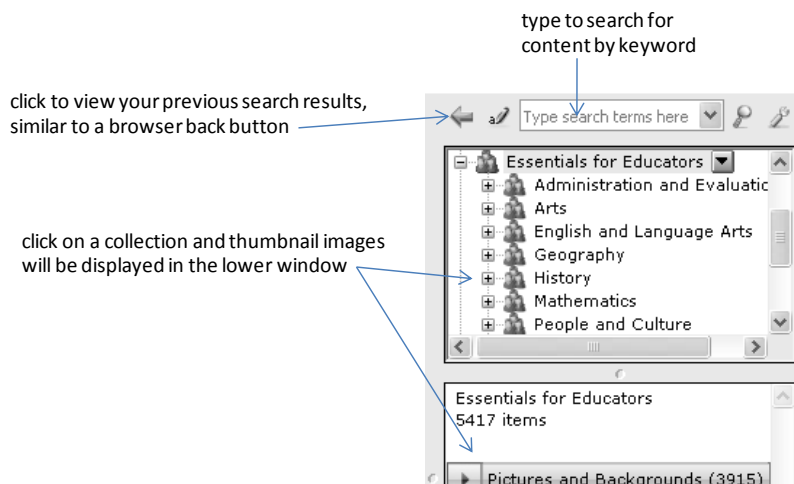


Menu	Function
Delete Page	deletes the current page
Clear Page	clears all objects on the current page
Insert Blank Page	adds a blank page immediately after the active page
Clone Page	creates an identical page, including all objects on the page, and inserts it immediately after the active page
Rename Page	allows you to rename the page
Screen Shade	covers the active page with the screen shade
Show All Links	display all existing links on page
Add Page to Gallery	adds the current page to the gallery

## Gallery Tab



The Gallery in Notebook software helps you quickly develop and deliver lessons in rich graphic detail. Thousands of images, pages, videos, Flash files and entire Notebook files are organized into searchable collections that will allow you to create attractive, reusable lessons.

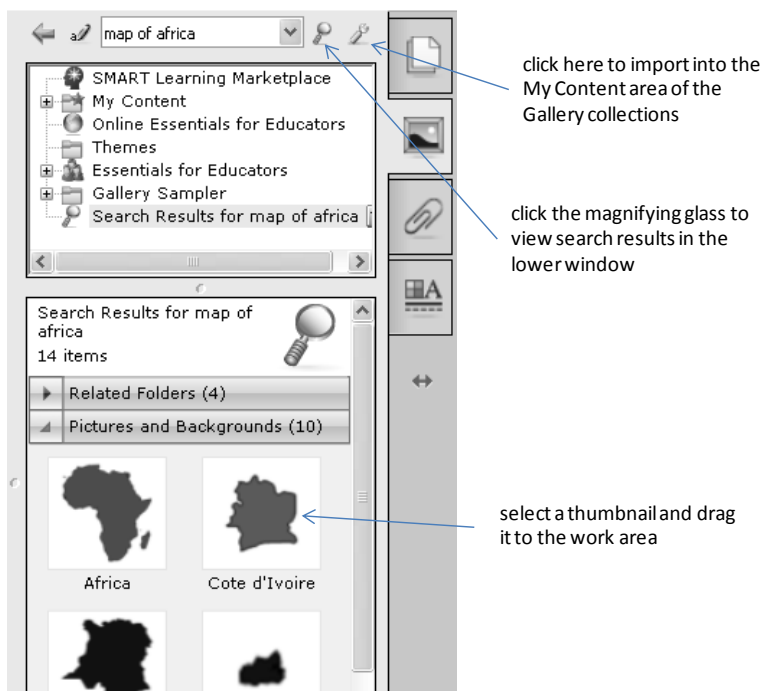


## Finding Gallery Content

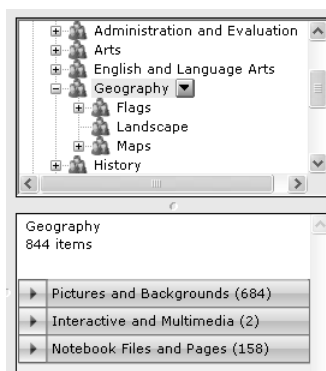
There are two ways to find content in the Gallery. The search field at the top of the Gallery tab allows you to search by keyword – much like using an Internet search engine. You can then browse the collections by selecting a folder.

To search for objects in the Gallery using the search field, follow these steps:

- 1 Click inside the search field
- 2 Type a keyword related to the type of object(s) you are looking for
- 3 Click the search button to display your results



Alternatively, you could browse through individual collections if you were looking for all the objects related to a general topic, such as Geography.




---

**TIP:** Search a singular versus a plural term for better search results.

---

## Objects in the Gallery

Objects are organized in the bottom area of the Gallery by Pictures and Backgrounds, Interactive and Multimedia, Notebook Files and Pages, and Related Folders.

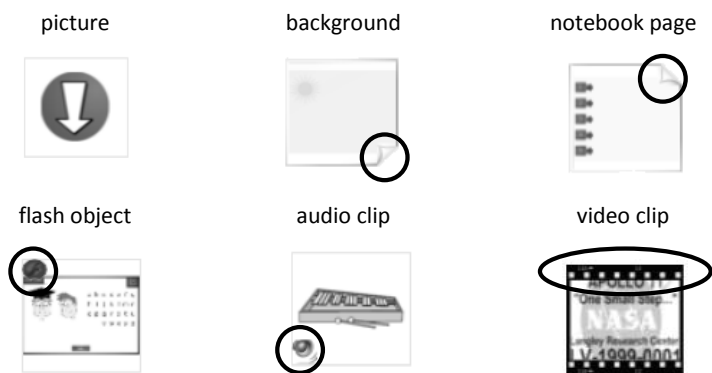
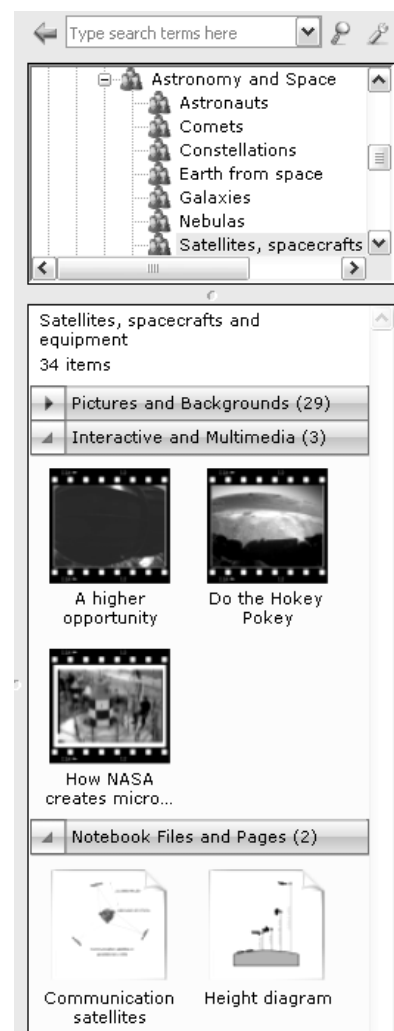
Double-clicking a folder thumbnail in the **Related Folders** area will show all the objects contained within that folder.

**Pictures and Backgrounds** contains backgrounds and objects – graphics, photographs, or text. You can drag an object to the work area to use as part of a lesson or to modify its properties. Drag a background to your page and the color and design of the page background will change to match the properties of the background Gallery item.

Backgrounds are recognizable by the folded edge in the bottom-right corner and will always be inserted behind all the objects already on the page.

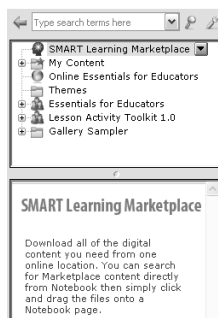
**Interactive and Multimedia** contains Flash objects, video files, and objects with sound attached. Objects from this folder are used to add rich media content to a lesson or presentation.

Additional files and pages can be found in the **Notebook Files and Pages** sections of the Gallery. Notebook page thumbnails are identified by the folded edge in the top-right corner. Notebook files are recognizable by the coil binding on the left of their thumbnail images. Dragging a page or Notebook file to the work area will insert a new Notebook page or series of pages directly after the active page.



## Online Resources

Click the **SMART Learning Marketplace** or **Online Essentials for Educators** to access additional Gallery content and open education resources from the Internet. These online resources require an active Internet connection and a Web browser. The SMART Learning Marketplace is available by subscription.



## My Content

The My Content area is a Gallery collection reserved specifically for objects you have imported, captured or created. It is a good place to store objects that you will use in multiple presentations. To add an item to the My Content area, drag an item from the work area to the My Content area.

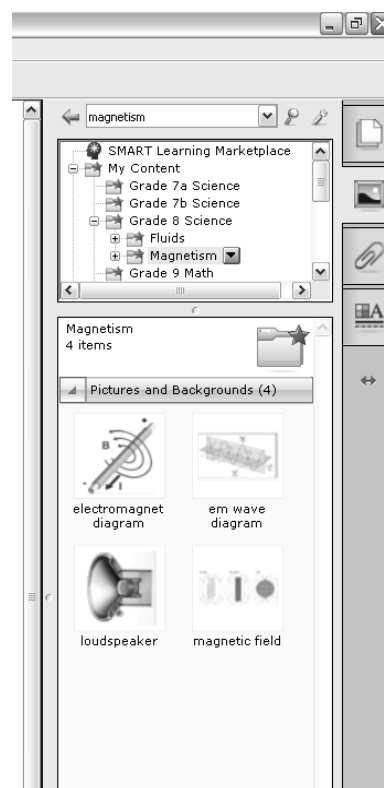
If you often use a particular page layout, you can store a Notebook page as a thumbnail in the My Content area. All the objects associated with the stored page retain their properties. To reuse the stored page, drag its thumbnail from the My Content area to the work area.

You can also store an entire Notebook file in the My Content area. You might do this if you want to give a presentation multiple times. To launch a Notebook file from the My Content area of the Gallery, drag it to the work area.

To import other Notebook files from your computer, follow these steps:

- 1 Click **My Content** and click the down arrow
- 2 From the drop-down menu, click **Add to My Content** to launch the *Add to My Content* dialog box
- 3 Browse to the file you would like to add
- 4 Click the file you would like to add
- 5 Click the **Open** button

Your file will appear as a thumbnail in the My Content area of the Gallery.





## Attachments Tab



Make your presentations and lessons more cohesive. The Attachments tab allows you to link to supporting documents, software and webpages directly from your Notebook software file. The Attachments tab is also a good way to store documents or websites in your Notebook software

presentation that you might want to use in your lesson.

To insert a copy of a file, click the **Insert** button at the bottom of the Attachments tab, select **Insert Copy of File**, and browse to the file location. Click on the file and click **Open**. If you drag a copy of file attachment to your page, it will become an object with a paperclip icon in the bottom-left corner.



When you have an attachment associated with your presentation, the appearance of the Attachments tab changes to remind you the attachment is there.



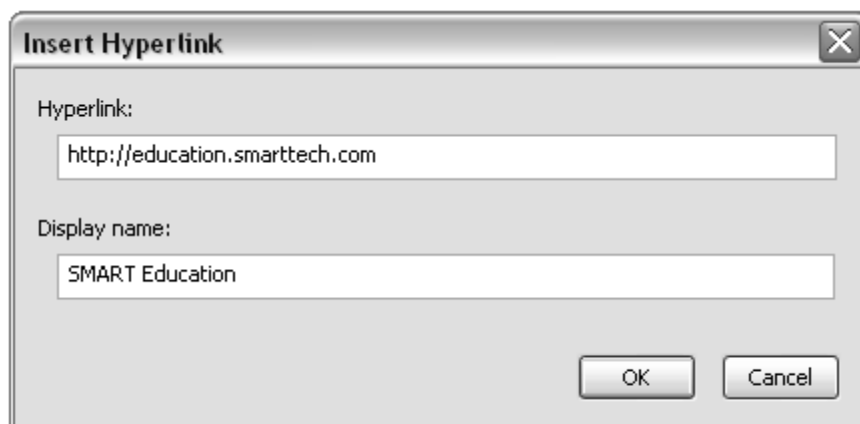
different kinds of attachments are represented by differed icons in the attachments side tab

Quiz.doc

SMART education solutions

a file icon and a hyperlink icon as they would appear in the work area

To enter an Internet address, click **Insert Hyperlink**, type the Internet address you would like to add and a Display name. Click **OK**. Enter the URL you wish to link. Enter the Display name that will appear on the page. Click **OK**.

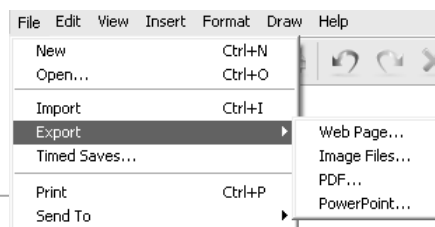


There are also occasions where you may want to open a different software application, such as Microsoft Word or Excel software, while remaining in Notebook software. At these times, you will want to insert a shortcut to a file. These files will usually be “executable,” that is, they end in **.exe**.

## Sharing Your Notebook File

There are several ways you can share your Notebook file with colleagues that are using Notebook software. The easiest way is to save your Notebook file (select **File > Save**), and let them browse to it.

You can also share your valuable content by selecting **File > Export** and save it as a webpage for Internet users or anyone who does not



have Notebook software installed on their computer. The content can also be exported as a series of image files or a PDF. Export your Notebook file as a PowerPoint software file if you want to add transitions to your slides.

## The Properties Tab



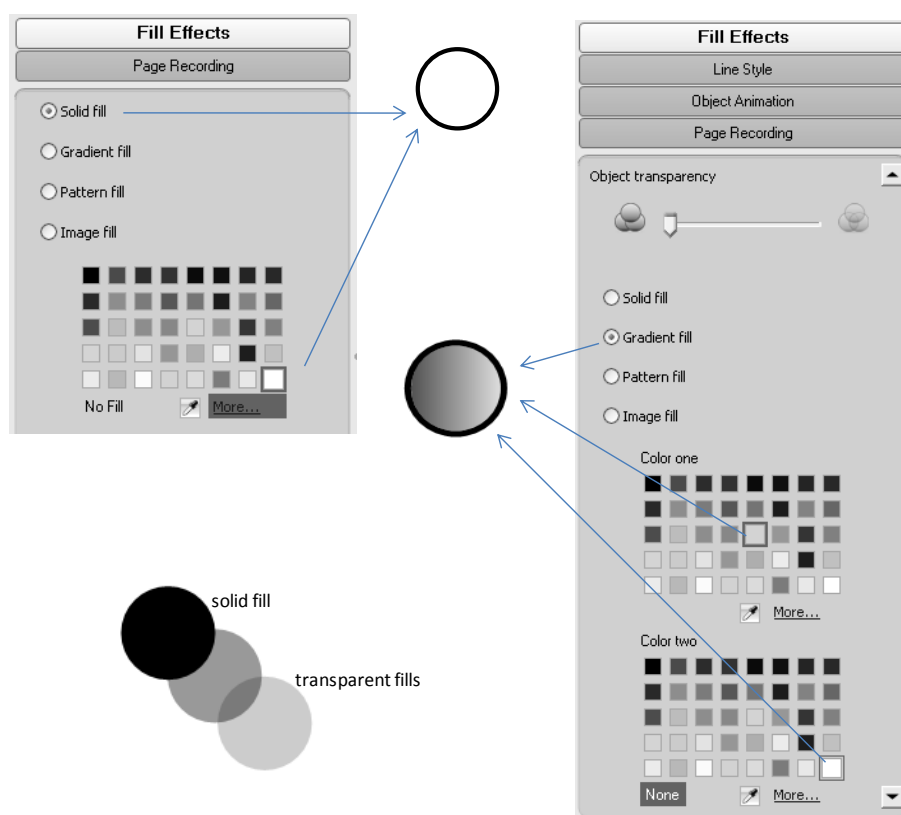
When you click on the Properties tab, the properties shown are dependent on the type of object you are working with at the time. You can change the Line Style of a Creative Pen object. However, you can change the Line, Fill and Text styles of text objects.

Remember, to select any object by clicking with your mouse, you must first click on the **Select** toolbar button.



### Change Fill Effects

You have many options when you change the fill color of an object. Two are shown below. You can fill an object with a pattern or an image. You can also change the transparency of an object.



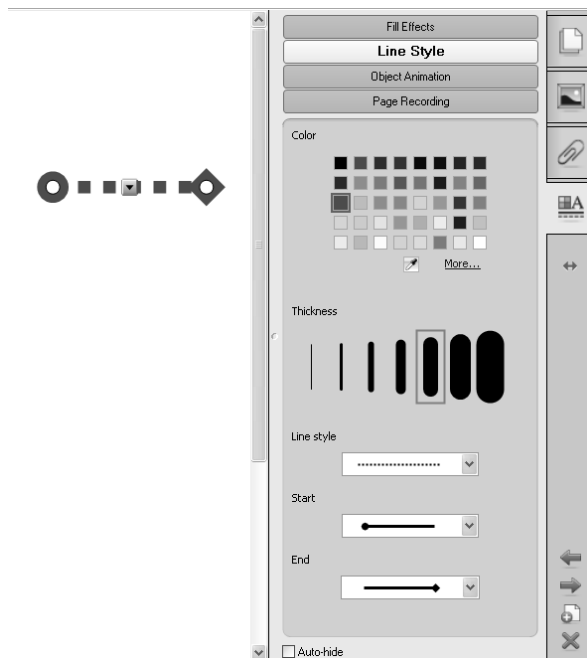
## Change Text Style

When you click on a text object, and click the Properties tab, several Text Style options become available. You can select the Font, the Size, and the Font Style. Just click on the drop-down arrow, or click the Bold, *Italics*, Underline, <sup>superscript</sup> or <sub>subscript</sub> buttons.



## Change Line Style

When a line object is selected and the Properties tab is visible, you can change the color, thickness, style, starting format and ending format of a line.





## REVIEW QUESTIONS: NOTEBOOK BASICS

- 1 What are the four tabs in Notebook software?**
- 2 How do you add a blank page to Notebook software?**
- 3 Why would you change the location of the tabs or toolbar located in the Notebook software?**
- 4 Why would you use the Attachments tab?**

## REVIEW ANSWERS: NOTEBOOK BASICS

**1 What are the four tabs in Notebook software?**

Page Sorter  
Gallery  
Attachments  
Properties

**2 How do you add a blank page to Notebook software?**

Press the plus sign button on the toolbar, or select the drop-down menu on the Page Sorter tab and select Insert Blank Page

**3 Why would you change the location of the tabs or toolbar located in the Notebook software?**

Tabs: team-teaching; right-handed or left-handed user

Toolbar: appropriate height for presenter or participants; ability to see top of workspace

**4 Why would you use the Attachments tab?**

You might use the Attachments tab to link to files and webpages that you would like to reference during a presentation or lesson. If the files or webpages are linked from the Attachments tab, your presentation will be more cohesive because you will not need to spend time searching for the appropriate file or program on your computer.

## HANDS-ON PRACTICE: NOTEBOOK BASICS

### Launching Notebook Software

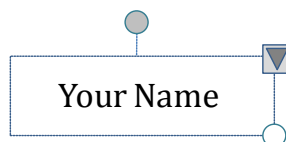
- 1 Launch Notebook by double-clicking on the Notebook software icon on the desktop
- 2 If the Welcome to Notebook Software window appears, click on **New Notebook File**

### Editing text

- 3 Click in the work area, and type your name. Your name appears in Times New Roman font face, plain style, 16 pt and black color.



- 4 Click the Properties tab, and then click on your name. On the Properties tab, click on **Text Style**. Change the font, the size and the font style of your name.

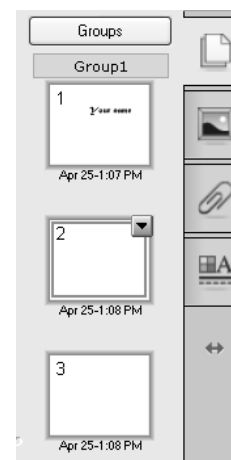


- 5 Click on **Line Style** on the Properties tab. Change the color of your name. Click on the **Save** icon on the toolbar. Choose a name for your file, and click **Save**.

- 6 Click twice on the **Add Page** icon on the toolbar to add two more pages to your file



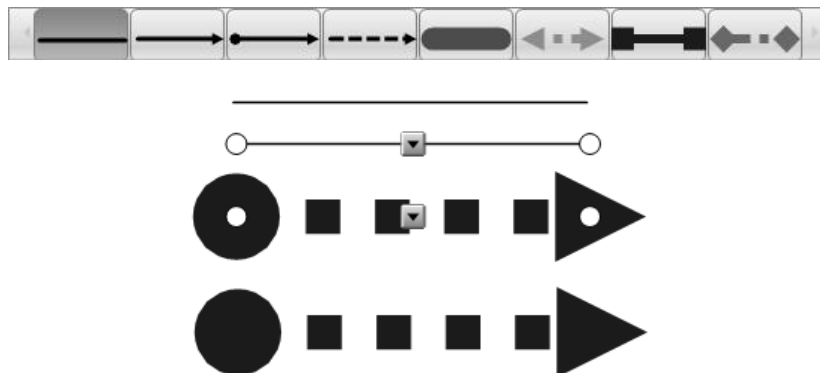
- 7 Click on the **Page Sorter** tab. You will see your two new pages. Page three is now the active page, and it is empty. Your name remains on page one. Click on the second page.



## HANDS-ON PRACTICE: NOTEBOOK BASICS

### Creating a line

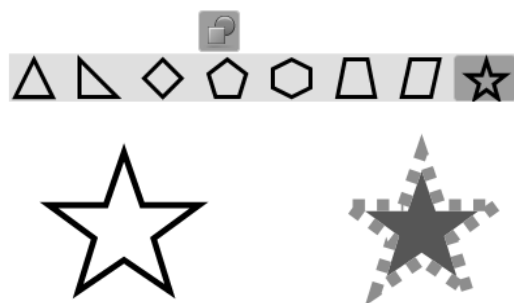
- 8 Click on the second page. Click on the **Draw a Line** icon on the toolbar. Draw a line in the work area. Click on the Properties tab. Click on the **Select** icon on the toolbar. Click on the line you drew in the work area. It is now the active object on the page. Click on **Line Style** on the Properties tab. Change the color, thickness, style, start shape and end shape of your line. Click in the work area. Save your Notebook file.



- 9 Click on the Page Sorter tab. Click on page three.

### Creating a shape

- 10 Click on the **Create a Shape** icon on the toolbar. Click on the star shape on the subtoolbar. Draw a star in the work area on page three. Click on the **Select** icon on the toolbar. Click on the Properties tab. Click on your star. Your star is an active object on the page, and **Fill Effects** are active on the Properties tab. Change the fill color of your star. Click **Line Style** on the Properties tab. Change the color, thickness and style of the line border or your star. Click in the work area. Save your file.



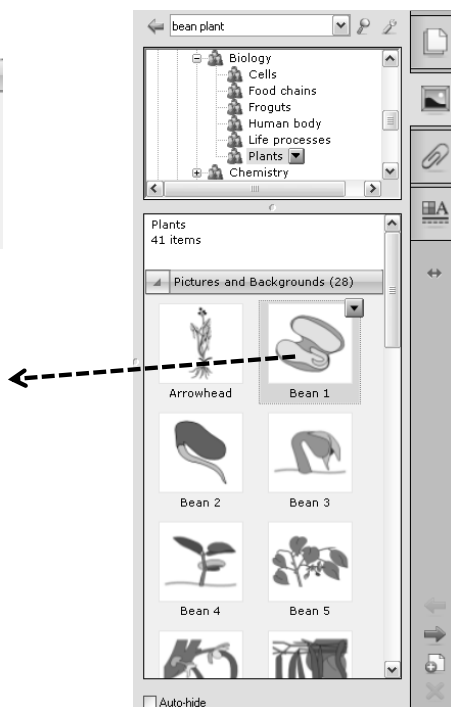
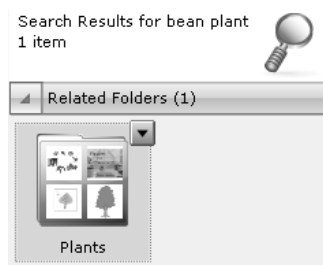
### Adding Gallery content

- 11 Click on the **Select** icon on the toolbar. Click on the **Add Page** icon to add another page to your file. Click on the **Page Sorter** tab. Page four is now the active page.



## HANDS-ON PRACTICE: NOTEBOOK BASICS

- 12 Click on the **Gallery** tab. In the Search window, type bean plant, and click on the **Search** icon, or the large magnifying glass.
- 13 Click on **Related Folders** and click on the **Plants** folder. Click the arrow on the folder and click Open. Click on **Pictures and Backgrounds**. Click one of the pictures, and drag it to the work area. Your picture is now an active object.



- 14 Click the **Properties** tab, and change the transparency of the picture. Save your file.



- 15 Click the **Page Sorter** tab. Drag page four so it will appear immediately after page one. NOTE: When you drag a page to a new location, a solid bar indicates the new position. Save your file.
- 16 Share your results with your colleagues. Close Notebook software by clicking **File > Exit**.

# Objects in Notebook Software

*All text, images, audio, video and multimedia are considered objects in Notebook software. You can change the properties of these objects to make your presentation more effective.*

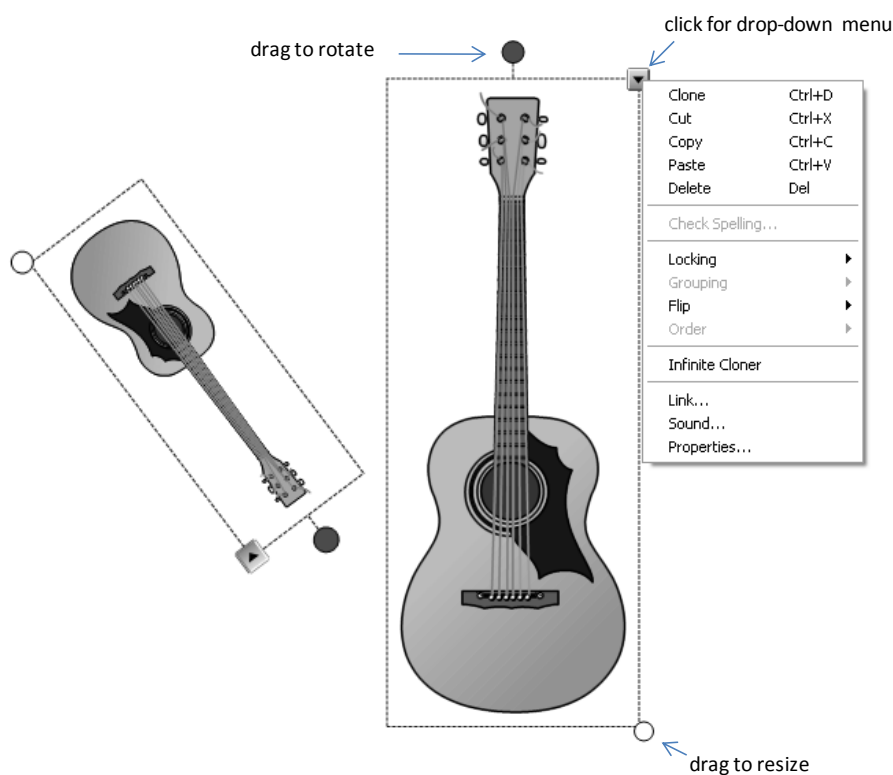
## Manipulating Objects in Notebook Software

Anything placed inside the work area is considered an object. You can add an object to a Notebook page using any of the following methods:

- typing text
- drawing or writing in the work area with a pen tool
- creating a geometric shape with the Notebook software toolbar drawing tools
- inserting content from the Gallery, a computer, or the Internet

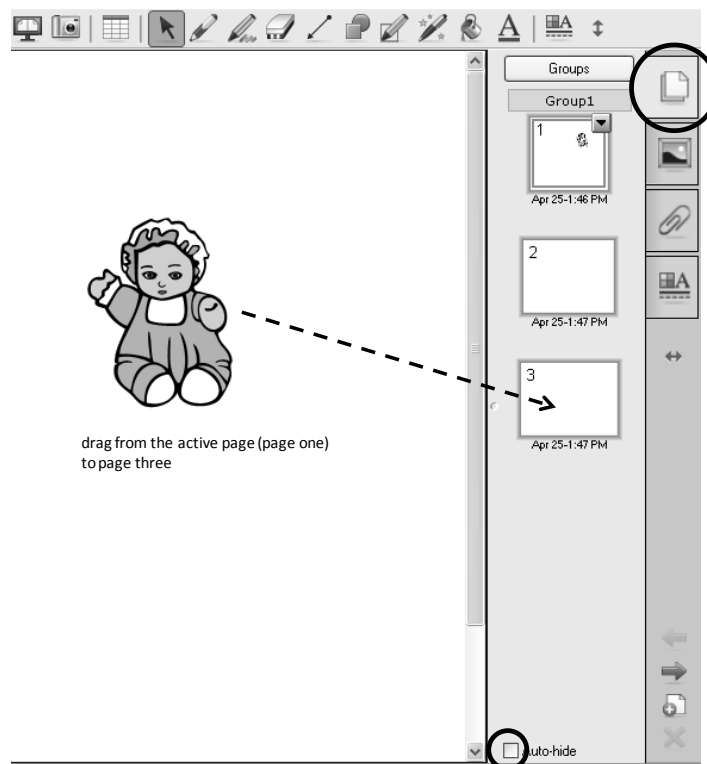
### Modifying Objects

Select any object on the Notebook page to change its properties. Selected objects have two handles. Use the solid handle to rotate the object and the clear handle to make it larger or smaller.



## Moving Objects

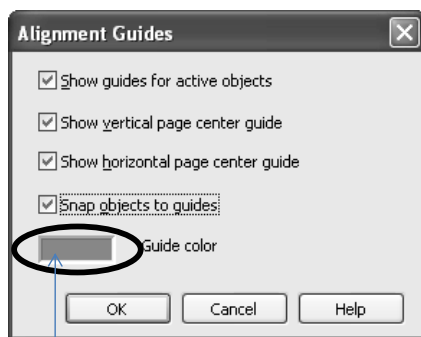
To move an object from one page to another, ensure the Page Sorter tab is active and the Auto-hide check box is not checked. Then click on the object you would like to move and drag it to the appropriate page.



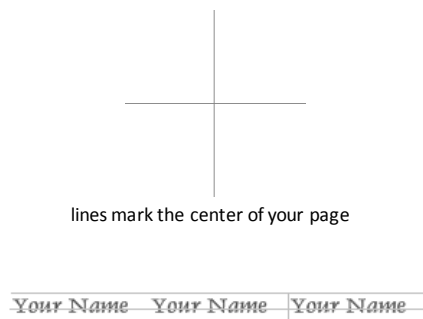
You can also move objects using the Cut and Paste commands from the drop-down menu and the menu bar. Click on the object to select it. From the object drop-down menu, click **Copy** if you want to keep the original object, or **Cut** if you want to remove the original object. Click on the page you want the object to appear. From the drop-down **Edit** menu on the menu bar, click **Paste**.

## The Alignment Guides

The Alignment Guides allow you to control the placement of objects on your page, so objects can be placed exactly where you want them to be. Click **Format, Alignment**, from the menu bar to set the alignment guide defaults.



click to change color of the guide lines



## Object Drop-Down Menu

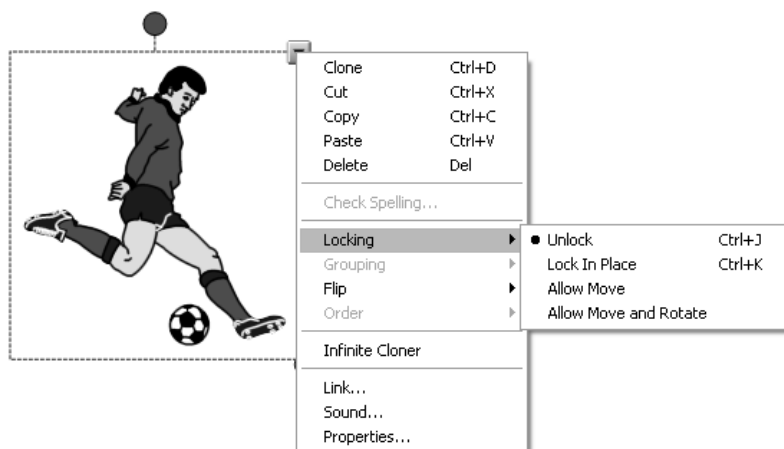
The object drop-down menu gives you one-click access to an object's properties.

Item	Description
Clone	creates an exact copy of the object or objects next to the original object
Cut	removes the selected object from the Notebook page and places it on the clipboard
Copy	creates an identical copy of the selected object
Paste	places the object from the clipboard onto the Notebook page
Delete	deletes the selected object
Check Spelling	checks the spelling for the text object(s) selected
Locking	protects an object or an entire group of objects from editing. Choose between Lock In Place, Allow Move, and Allow Move and Rotate.
Grouping	group two or more objects to act as one object. Select, change, move, delete and resize a group as a single unit. To edit or resize the objects individually, ungroup them.
Flip	flip an object either horizontally or vertically
Order	change the order in which objects are layered
Infinite Cloner	make unlimited copies of an object on a Notebook page. Select and drag the object to create as many clones as required.
Link	link an object to a website, another Notebook page, a file on a computer or a file, such as a video clip or other multimedia element, residing in the Attachments tab
Sound	attach a sound file to any object
Properties	change the visual characteristics of any object you've created in Notebook software



## Locking Objects

Locking an object allows you to protect the properties you have applied to it. The choices in the Locking submenu allow you to determine the type of lock to use on an object.



Click the **Lock In Place** option to ensure the object cannot be altered or moved in any way.

Click **Allow Move** to let you move an object, but not resize, rotate or change any of the object's properties. You might use Allow Move if you were creating a Notebook file that would be used to teach ordering, but wanted to ensure all the objects on the page remain the same size.

Click **Allow Move and Rotate** to let you move and rotate an object, but not resize it. You might use Allow Move and Rotate if you created a Notebook file with a puzzle component and you wanted your students to arrange the puzzle pieces. You can place the puzzle pieces wherever you wish on the Notebook page and rotate them to make the puzzle more challenging – without worrying that participants might resize the piece.



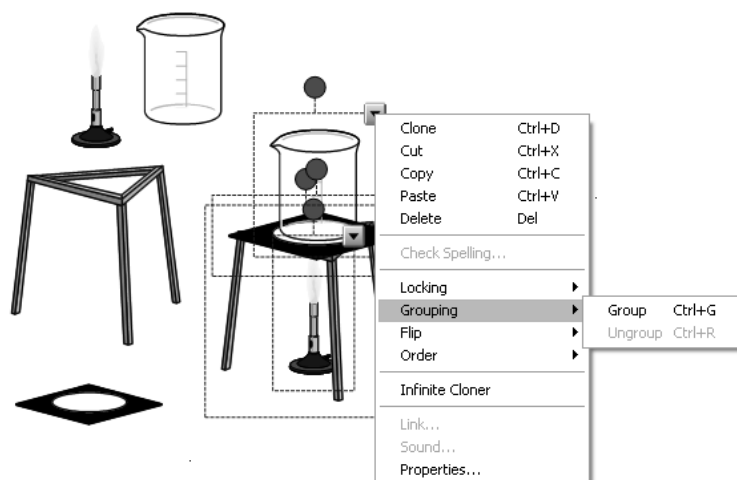
Unlock an object by doing the following:

- 1 From the menu bar, click **Edit > Select All Locked Nodes**. The Lock icon will appear on any objects you have locked.
- 2 Click the **Lock** icon
- 3 Click **Unlock** from the menu. Alternatively, right-click on an object – the Lock icon will appear with its lock menu. Click **Unlock** from the menu.

## Grouping Objects

Select two or more objects by holding down your left mouse button and dragging your mouse diagonally so the objects are surrounded by a selection box. You can also hold the **Shift** key down while you click on each of the objects you wish to group.

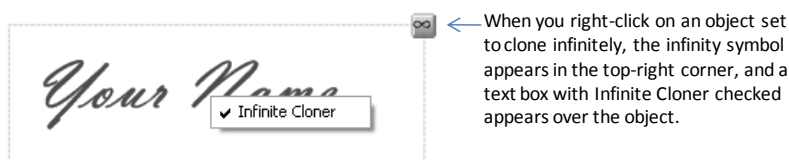
Click the drop-down menu from any of the objects and choose **Grouping > Group**.



If you want to separate the objects, select the grouped objects again and choose **Grouping > Ungroup**. The Ungroup function will also break handwritten notes into individual pen strokes.

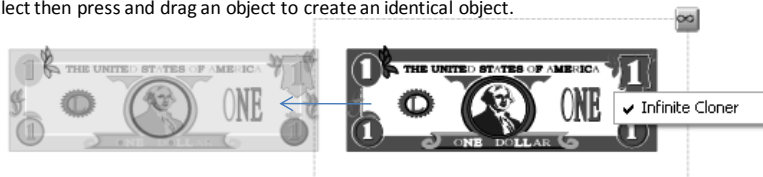
## Infinite Cloner

The Infinite Cloner option in the object drop-down menu allows you to reproduce an object an unlimited number of times, without having to click Clone repeatedly from the drop-down menu. You might use the Infinite Cloner to teach counting or to present math problems.



Click **Infinite Cloner** from an object's drop-down menu. Now, when you click and drag an object set to infinitely clone, another identical object is created. You can continue to create clones of the object by dragging it until you deselect Infinite Cloner.

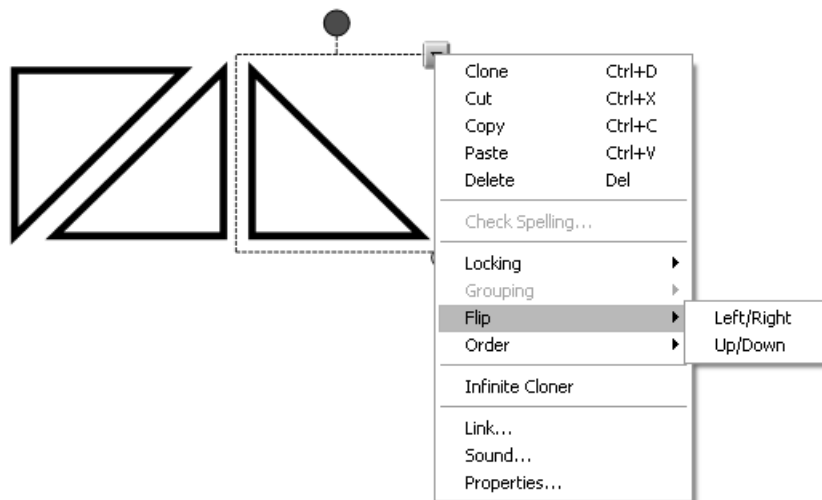
Select then press and drag an object to create an identical object.



To turn off the Infinite Cloner property, right-click on the object, and click on the Infinite Cloner box. The check mark will disappear, indicating the Infinite Cloner is off.

## Flip Objects

Click **Flip** from an object's drop-down menu to flip an object either horizontally or vertically.



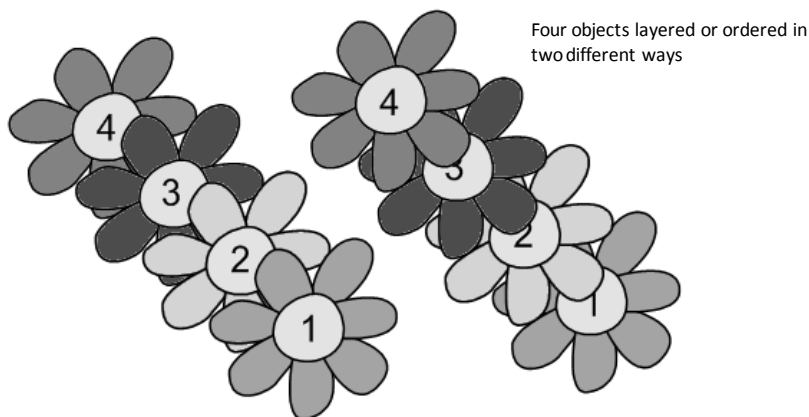
## Order Objects

You can change the order in which objects are layered by selecting **Order** from the drop-down menu.

To reorder an object one layer at a time, use the **Bring Forward** command or the **Send Backward** command.

To bring an object directly to the top layer of the page, use the **Bring to Front** command.

To send an object to the bottom layer of the page, use the **Send to Back** command.



## Adding Links to Objects

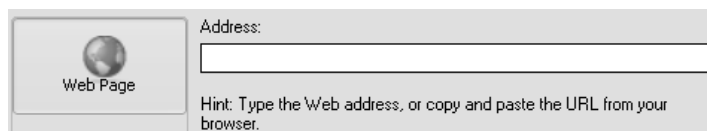
You can link an object to a website, another Notebook page, a file on your computer or a file residing in the Attachments tab. Click **Link** from an object's drop-down menu, and choose the type of link you would like to add to your object from the Insert Link dialog box.

You can choose to launch your link by clicking on an icon at the side of the object or by clicking on the object itself.



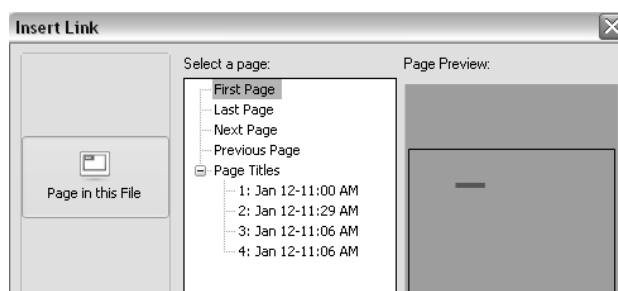
### Link to a Web Page

Once the link is attached to the object, every time you click it your Internet browser will launch and display the requested page.



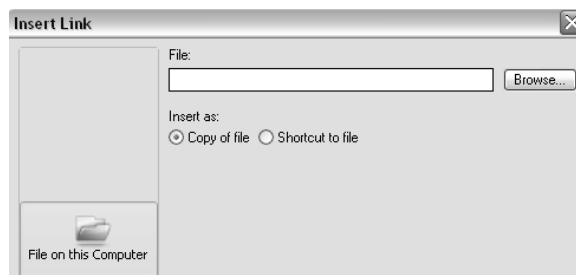
### Link to a Page in This File

You might use this type of link when presenting a question. For example you could ask a question, then ask a student to select from a set of objects representing potential answers. The object containing the correct answer could link to a reward screen. The objects containing incorrect answers could link to a page that encourages the student to try again.



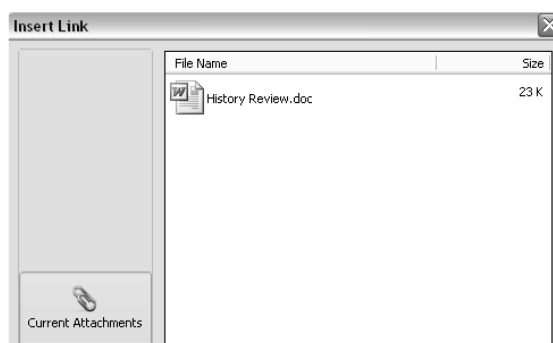
### Link to a File on This Computer

Link to a file stored on your computer that relates to your lesson or presentation. For example, you could link to a Microsoft Word or Excel software file that contains information that qualifies a statement in your Notebook file.



### Link to Current Attachments

Link to a file you have stored in the Attachments tab.

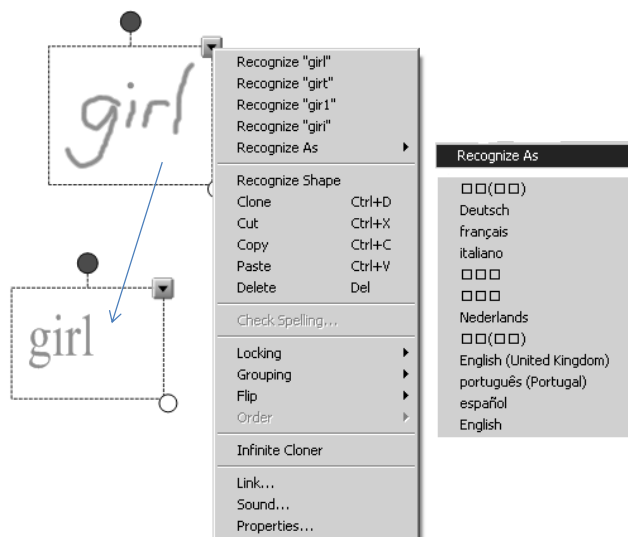




## Handwriting Recognition

If you have written something with a pen tool in Notebook software, you have the option of having your handwriting recognized and converted to text. This tool is primarily used when working on the interactive whiteboard, but does have teaching applications when developing lessons on the computer.

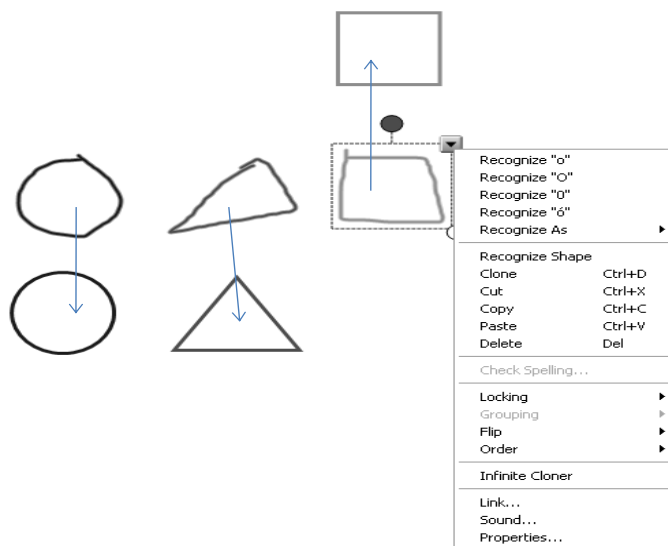
To convert a handwritten word to text, click the object drop-down menu and choose your word from the list.



**TIP:** You can recognize words in different languages. Just select a different default language from the list.

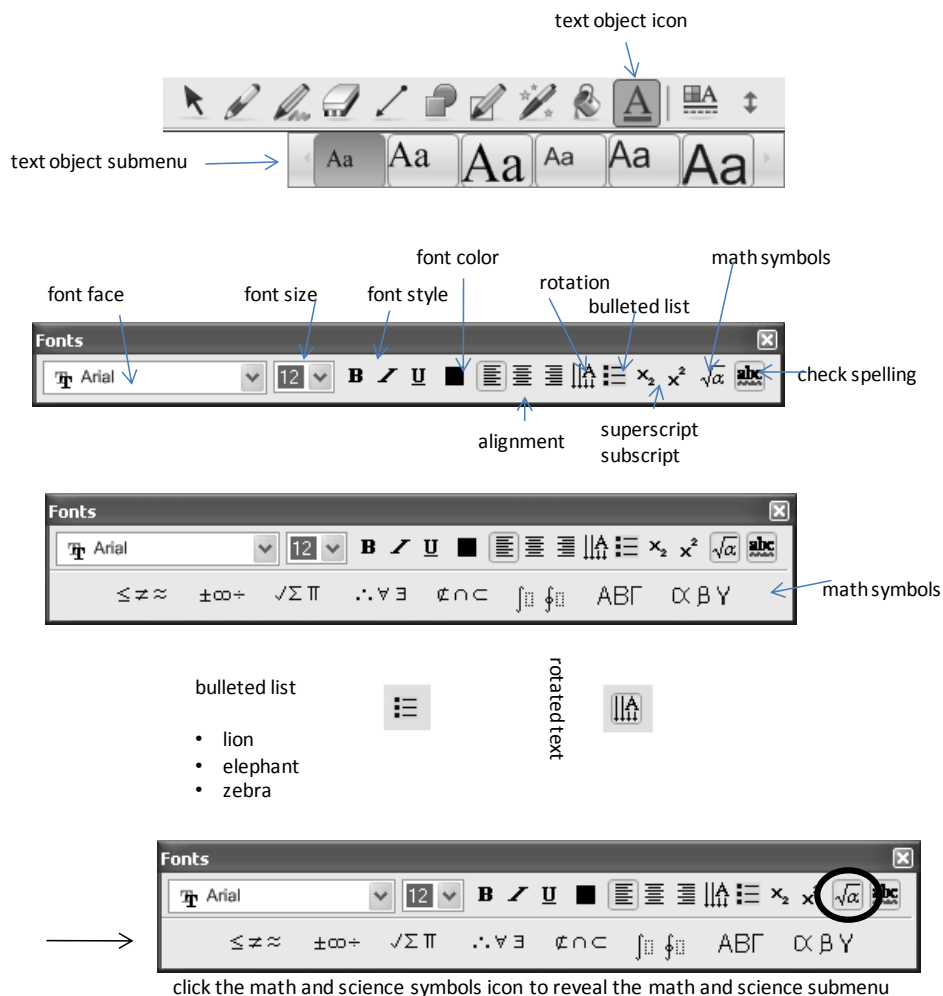
## Shape Recognition

Shape recognition works in a fashion similar to handwriting recognition. Shapes can also be recognized as letters and numbers. If you draw a shape with a pen tool, you can go to the drop-down menu when the shape is selected and then select **Recognize Shape** to convert it to a shape. You can also use the Shape Pen from the Notebook software toolbar to draw instant shapes.



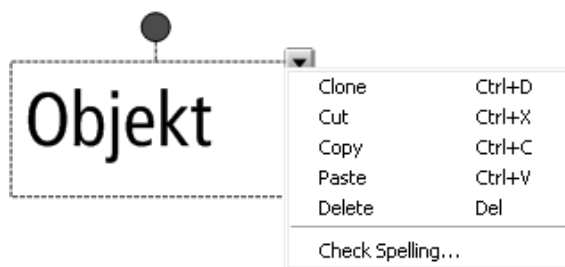
## Typed Text

To add typed text as an object to the Notebook file, simply type with a keyboard and press **Enter** when you have finished. The Fonts toolbar appears while you are typing or after you click the text object icon on the Notebook software toolbar and click on the work area. Use it to format properties, such as font, size, font style, color, alignment, rotation, bulleted list, subscript, superscript, mathematical symbols and spell checker options. You can also quickly change your font by clicking on one of the options in the text object submenu.



## Check Spelling

Click **Check Spelling** from the drop-down menu to check the spelling of a text object.

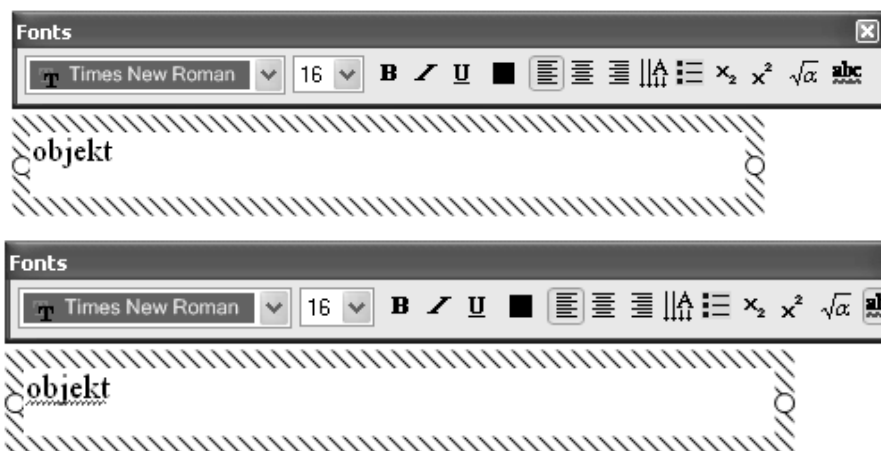


The *Spelling Check* dialog box will appear with a list of spelling suggestions if the spelling of the selected text object is incorrect. Chose the correct spelling of the text object from the suggestions list, and click the **Change** button to correct the misspelled word.



When Check Spelling is turned on at the toolbar, make sure you tap the space bar at the end of the word. This action indicates you are finished typing, and Check Spelling can begin.

When you turn the spell checker on, incorrectly spelled words will appear underlined in red as you type.



To spell check all the text objects in your file, click on any one text object to select it, and from the drop-down menu click **Check Spelling ....** Notebook software will check the spelling of that word and then ask if you wish to check the rest of the document. You are notified when spell check is complete.

## Drawing Tools

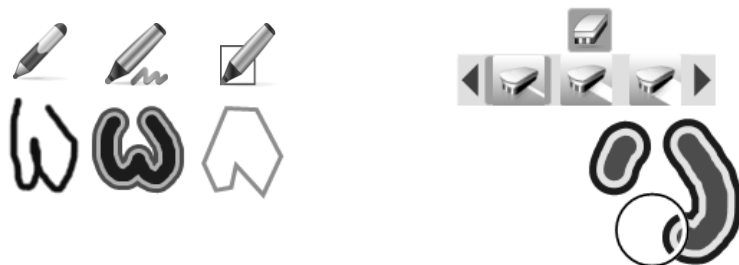
Use the drawing tools – accessible from the Notebook software toolbar – to create your own objects.



## Pen and Eraser Tools

Use your mouse to create objects with the Pen, Creative Pen or Shape Pen tools.

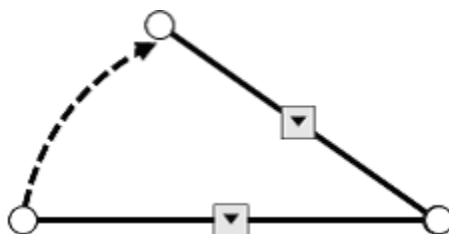
The Eraser tool erases anything you have created with a pen tool. When you erase part of an object, the properties of the remaining parts can be changed independently.



## Line Tool



Press the **Line** button on the Notebook software toolbar to draw straight lines. Select any line made with the Line tool, and drag the end points to stretch it or change the angle. Hold down the **Shift** key while pivoting a line, and the line will snap in place every 45°.

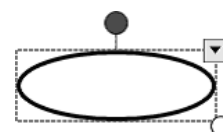


## Shapes Tool

Enhance any activity with the Shapes tool on the Notebook software toolbar.



When you click on the Shapes icon, a menu of shapes will appear. Click on the shape you would like to use, and position your cursor on the page where you would like to create the shape. Hold down the left mouse button and drag your cursor until your shape is the desired size. To draw a perfect shape, hold down the Shift key while drawing your shape.



Once a shape is on your Notebook page, it can be modified the same way you modify other objects, using the rotation handle, the resize handle or the drop-down menu.

If you click on the **Select** tool icon and then double-click on the shape, a text box will appear and you can add a label to your shape.

**Fill Tool**





Any shape can be quickly filled with color by tipping the paint can over the shape object. The fill color is the last color chosen from the color palette. To change the color in the paint can, click on the shape icon, click on the paint can, click on the Properties tab and select a color from the color palette.

**Inserting Images into Notebook Software**

To add an image to the Notebook file, use the Insert menu to import graphics or clip art from another location on your computer.

**Capturing Information**

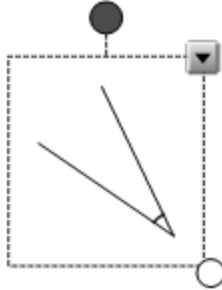
The Screen Capture toolbar allows you to capture an image, such as a digital photo from the Internet, to a Notebook page. To access the Screen Capture toolbar, click the **Screen Capture** icon (the camera), on the Notebook software toolbar. Always remember to respect copyright.

Button	How it's used
	Hold down the left mouse button, and drag to outline the rectangular area you want to capture. Release the left mouse button after the area is selected.
	Click in the window you want to capture. Release the left mouse button after the desired window appears as a hatched area
	Navigate to the screen you want to capture, and click the button to capture the entire screen
	Press and drag to create a freehand shape around the area you want to capture. Release the left mouse button after the area is selected.



## REVIEW QUESTIONS: OBJECTS IN NOTEBOOK

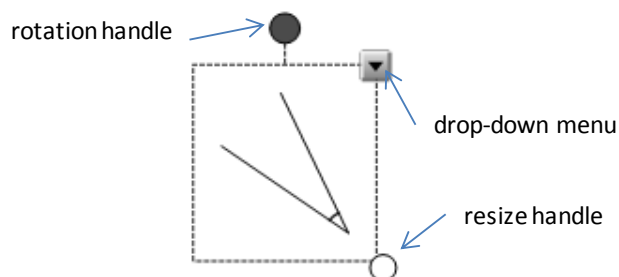
- 1 Label the rotation handle, the resize handle and the drop-down menu on the object below.



- 2 Describe how to move an object from one Notebook page to another.
- 3 Why would you add a link to an object that would direct you to another page in your file?
- 4 What is the difference between Send to Back and Send Backward when ordering objects?
- 5 How do you spell check within a Notebook file?

## REVIEW ANSWERS: OBJECTS IN NOTEBOOK

- 1 Label the rotation handle, the resize handle and the drop-down menu on the object below.



- 2 Describe how to move an object from one Notebook page to another.

To move an object, drag it from the work area to a thumbnail in the Page Sorter

- 3 Why would you add a link to an object that would direct you to another page in your file?

You might use this type of link when presenting a question in Notebook software. For example, you could ask a question, then ask a student to select one of the answers. The object containing the correct answer could link to a reward screen. The objects containing an incorrect answer could link to a screen with an object that encourages the student to try again.

- 4 What is the difference between Send to Back and Send Backward when ordering objects?

**Send Backwards** reorders objects one layer at a time. **Send to Back** sends an object to the very bottom of a pile of objects.

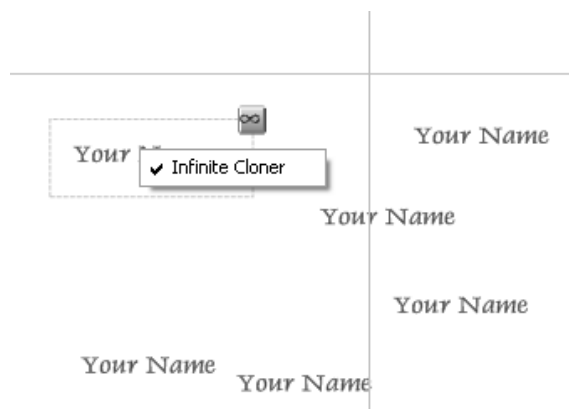
- 5 How do you spell check within a Notebook file?

On the fonts toolbar, select the Check Spelling icon. From the Object drop-down menu, select Check Spelling. Rotation handle Drop-down menu Resize handle



## HANDS-ON PRACTICE: OBJECTS IN NOTEBOOK

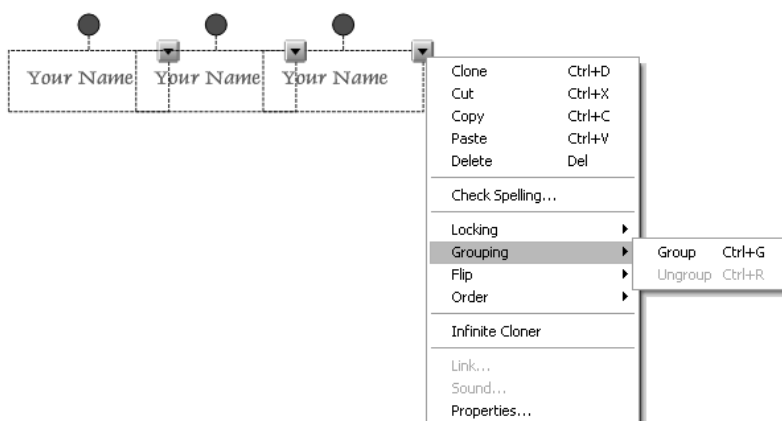
- 1 Launch Notebook software by double-clicking on the Notebook software icon on the desktop. Open a new file.
- 2 Set your Alignment Guides (**Format > Alignment**). Click all options to activate them. Click OK. The thin lines appear that mark the horizontal and vertical centers of the page. Page one is the active page. Save your file.
- 3 Create a text box that contains your name. From the drop-down menu, click on Infinite Cloner. From the original text box, drag five copies of your name to various locations on the page. Turn off the Infinite Cloner by right-clicking on the original, and clicking on the Infinite Cloner box to deselect it.



- 4 Align three of your names by dragging them. NOTE: With the alignment guides on, grids appear to help you align the objects vertically and horizontally.

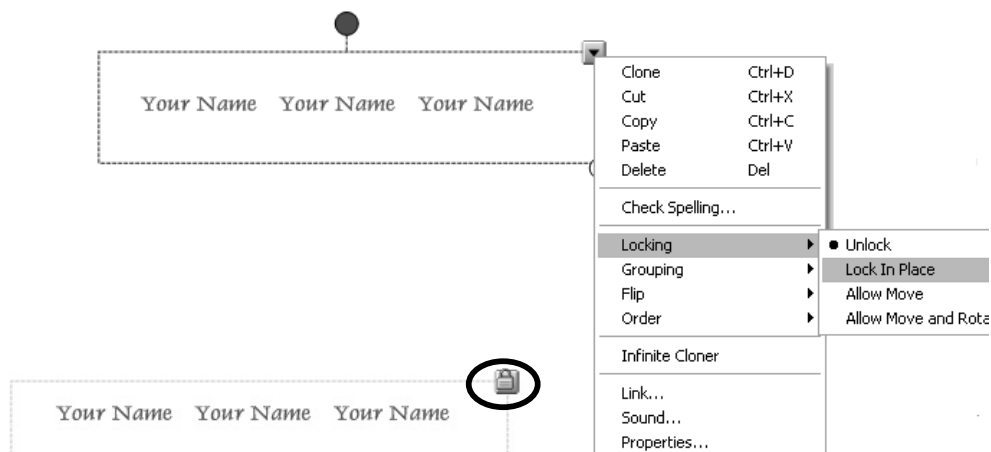


- 5 Hold down the left mouse button, and drag to select all three names. Click on one of the drop-down menus, and click **Grouping > Group**. The three objects are now one.

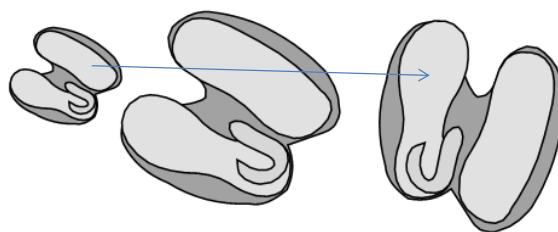


## HANDS-ON PRACTICE: OBJECTS IN NOTEBOOK

- 6 Click on the drop-down menu, and select **Locking > Lock In Place**. The object is now locked and cannot be moved. If you want to unlock the object, from the Menu bar click **Edit > Select All Locked Nodes**. Then click the locked icon and click **Unlock**. Save your file.



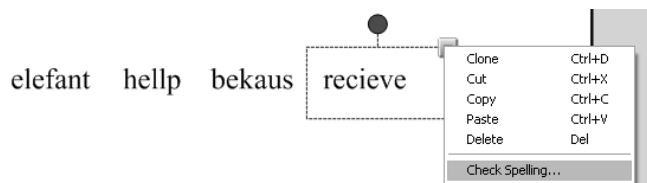
- 7 Click the **Add Page** icon to add another page. You are now on the newly created blank page two. Find a graphic from the Gallery, and drag it to your page. Make the graphic larger by dragging on the clear circle. Rotate the graphic by dragging on the solid circle. Save your file.



- 8 Click on the graphic and from the drop-down menu, click on **Copy**. Add a page. From the menu bar, click on **Edit > Paste**. Click on the graphic, and from the drop-down menu click **Flip, Up/Down**. Save your file.

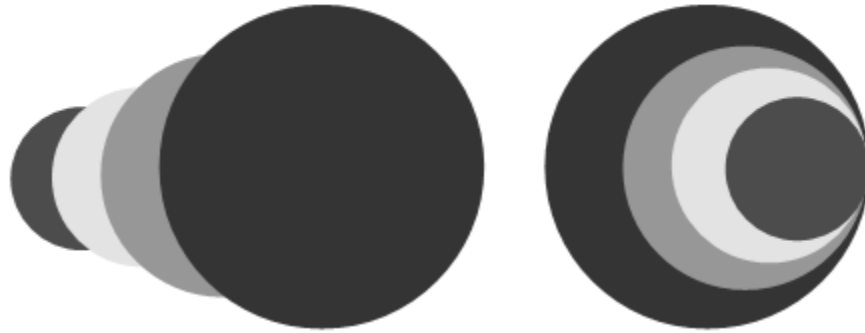


- 9 Add another page. Click the **Text Box** icon, and add four text boxes containing the words hellp, bekaus, recieve, and elefant. Click the **Select** icon, and click on one of the words. From the drop-down menu, click **Check Spelling**. Correct the spelling of your four words. Save your file.



## HANDS-ON PRACTICE: OBJECTS IN NOTEBOOK

- 10 Click the **Add Page** icon to add another page. You are now on the newly created page five. Click the **Text Box** icon, turn on the spell checker by clicking the icon. Add four text boxes containing the words hellp, bekaus, recieve and elefant. To have the spelling checked automatically, you must tap the space bar at the end of the word to signify the word is complete. If you do not know the correct spelling, you can right-click on the word for suggestions. Save your file.
- 11 Click the **Add Page** icon to add another page. You are now on the newly created page six. Click on the **Create Shape** icon, and draw four shapes of different sizes. Remember, if you want to draw perfect circles, hold the Shift key down while you are drawing. Click the Properties tab. Fill each circle with a different color. Practice ordering your objects by moving them so they overlap and then bringing objects to the front or sending objects to the back. Save your file.



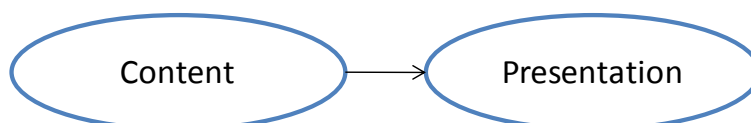
- 12 Share your results with your colleagues. Close Notebook software by clicking **File > Exit**.

# Building in Interactivity: Part 1

*Notebook includes functions that help you use the interactive whiteboard more effectively and allow you to create engaging, interactive and dynamic classroom lesson activities. This section is intended to act as a reference for best practices for creating and presenting lesson activities using Notebook.*

## Review of Design Basics

Lesson activities need to be designed for both content and presentation. The SMART Board interactive whiteboard is a visual and an interactive medium. Knowing a little about design and the best practices on how to integrate interactivity using Notebook software will help you create lesson activities that meet curriculum learning objectives and engage students. Creating content in Notebook software with the knowledge needed to present in a classroom setting will ensure your lesson goes smoothly.

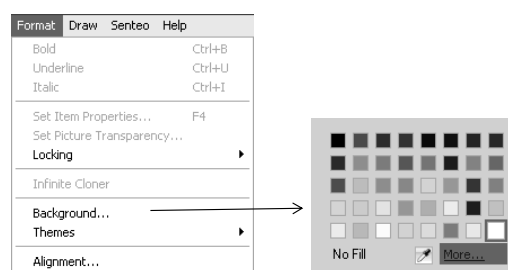


Once you have determined what content you will be teaching, create a title page and write your teacher's notes at the beginning of your lesson activity. Title pages and teacher's notes focus learning objectives and provide important information to any other teachers who use the lesson activity. You can see examples of how other teachers have created these items by downloading any lesson activity from the education solutions website [www.education.smarttech.com/ste/en-US/Ed+Resource](http://www.education.smarttech.com/ste/en-US/Ed+Resource).

## Setting Up Your Page

Once you have an idea for a Notebook software lesson activity, you will need to start designing your page. One of the first things you will want to do is decide on a background color.

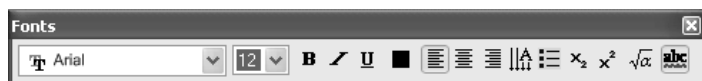
When choosing a color, keep in mind that very bright or intense colors can be distracting and draw attention from the page content to the background. A bright yellow might seem like a fun choice, but it may also distract from other elements on your page. Reserve the most vibrant colors for individual objects on your Notebook page to which you want to draw student attention.



Select a background color by selecting **Format > Background** from the Notebook software menu. A color palette will launch from which you can choose the background color of your Notebook page.

## Working with Fonts in Notebook Software

Choose the fonts you will want to use for the remainder of your lesson activity. One way to set your font is to select your text and use the functions available from the Fonts toolbar. The Fonts toolbar appears whenever you are typing on the Notebook page or after you double-press a text object.



If possible, try using only one font throughout your lesson activity. Too many fonts can be distracting to the eye and draw attention away from important points.

General guidelines for choosing fonts for your Notebook software lesson activity include the following:

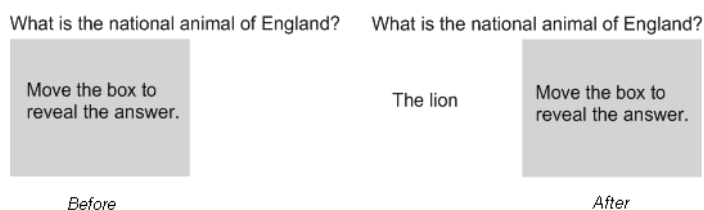
- titles should be at least 28 point and a bold type face
- text used for sentences and paragraphs should be at least 22 point and in a regular type face
- make sure the font color you choose is easy to read and see against the background color

## Reveal

One of the quickest ways to add interactivity to a lesson activity is to hide the answer to a question behind an object on the Notebook page. The following information will provide four different methods that you can use to create reveal activities that can easily be integrated into any curriculum.

### Move and Reveal

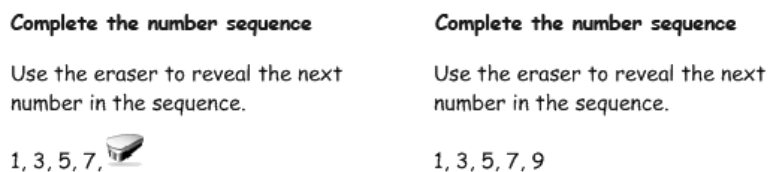
- 1 Type your question and answer
- 2 Draw a rectangle, and fill it with color to hide the answer
- 3 Double-click the shape for the ability to add text to it – ensure your text is a different color than the rectangle
- 4 Type *Move the box to reveal the answer* – to add instructions to the shape so students, other teachers or a substitute teacher will be able to work with the file. Without the instructions, someone might assume they are supposed to write the answer over the shape instead of moving it to reveal the answer.
- 5 Move the shape to reveal the answer



***TIP: It is a good practice to select Order > Bring to Front from the drop-down menu on any object you will be using to cover an answer. This action will ensure your students don't see the answer before it is time for it to be revealed.***

### Erase and Reveal

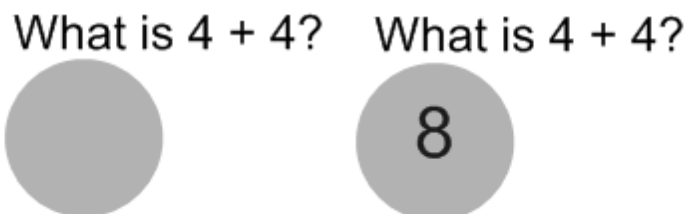
- 1 Type your question and answer. Use a pen to cover the answer with digital ink.
- 2 Click on a pen tool. Choose an ink color the same color as the page background. For example, if the page background is white, then the digital ink should also be white.
- 3 Click on the **Eraser** tool and erase the digital ink covering the answer. The Eraser tool will only erase objects created with digital ink. Anything typed with your keyboard cannot be erased.



***TIP: Add instructions to let others know that all they need to do is use the eraser.***

## Order and Reveal

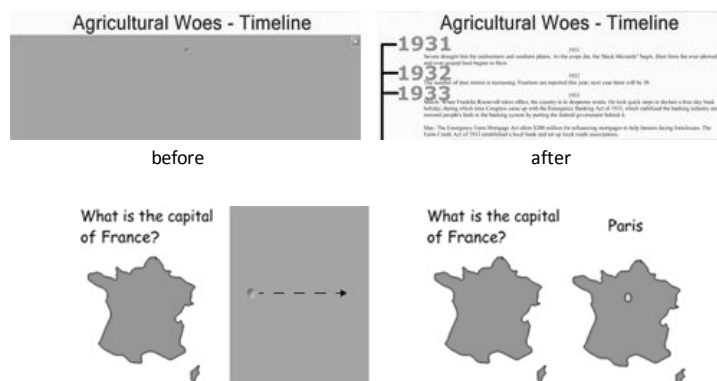
- 1 Create an object
- 2 Create a second, larger solid object
- 3 Move the larger object over the smaller object, which will be hidden
- 4 When it is time to reveal the smaller object, you can either move the larger object aside or change the order of the larger object to Send to Back



**TIP:** Add instructions to let others know that all they need to do is move the object.

## Screen Shade and Reveal

- 1 Type your question and answer
- 2 Click the **Screen Shade** button on the Notebook software toolbar
- 3 Drag the Screen Shade so only the answer to your question is covered
- 4 When you are ready, drag the Screen Shade so it no longer covers the answer. This action is similar to using paper to cover answers that would be displayed through an overhead projector.



**TIP:** When you open a Notebook file, the Screen Shade will be covering the same area it was hiding, and you will be able to start discussing the content in your file from exactly where you left off.

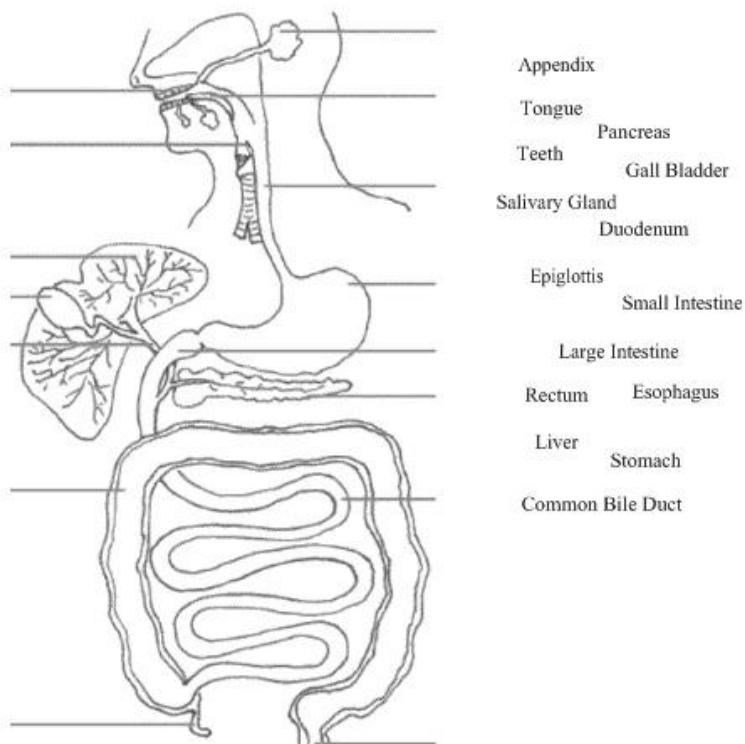
## Drag and Drop

Drag and drop activities are an excellent way to determine if your class has achieved recognition about specific learning objectives.

To create a drag and drop labeling activity, add the object you want labeled to the work area. The object can come from the Notebook software Gallery, the My Content area or it might be a graphic you imported using the Insert menu. Use the object drop-down menu to lock in place the object that will be labeled. This action ensures the object won't be accidentally moved during the lesson activity.

Next, make the labels for your diagram and line them up at the bottom of the Notebook page. Then you can ask members of the class to drag the labels to the appropriate area of the graphic.

You may want to add a link to an object, such as the diagram of the digestive system above, to another Notebook page with an answer key. This page will help anyone you share the file with find the correct answers.



Drag and drop activities can also be used for text-based lessons. For example, you might drag events to specific dates on a timeline, define a series of words or match information.

Tchaikovsky	Russia	France
Debussy		
Beethoven	Italy	Germany
Chopin		
Haydn	Poland	Austria
Vivaldi		

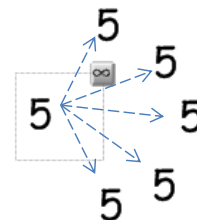
*Drag the name of the famous composer to the country of his birth.*

## Infinite Cloner

The Infinite Cloner allows you to reproduce an object an unlimited number of times, without having to select Clone repeatedly from the drop-down menu. The Infinite Cloner also helps keep your Notebook file's size smaller than if you were to copy and paste the same information, making the file easier to share with your colleagues.

To set an object as an Infinite Cloner, complete the following steps:

- 1 Click on an object
- 2 Click on the object drop-down menu
- 3 Click **Infinite Cloner**
- 4 Click on the object, then drag to create an identical object

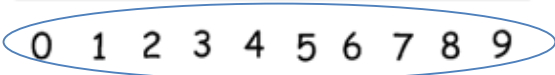


press and drag to create an identical object


### Using the Same Object for Multiple Answers

One advantage of the Infinite Cloner feature is the ability to create a drag and drop activity without diluting the pool of available options each time a question is answered correctly

$2 + 3 =$ $10 - 5 =$  $5 \times 6 =$ $12 + 15 =$  $9 / 3 =$ $7 \times 3 =$	$2 + 3 = 5$ $10 - 5 = 5$  $5 \times 6 = 30$ $12 + 15 = 27$  $9 / 3 = 3$ $7 \times 3 = 21$
--	---



set each number in the number line as an Infinite Cloner



use the same number multiple times to answer the questions





students fill in the blanks with infinitely cloned notes, or compose songs on blank music sheets for their classmates to play



Element	Symbol	Classification
Oxygen		Metal
Hydrogen		Non-metal
Helium		Noble Gas
Lithium		
Boron		
Beryllium		
Neon		
Sodium		
Tin		
Gold		
Silver		
Uranium		
Chlorine		

drag and drop the symbol and classification to the corresponding element – Metal, Non-metal, and Noble Gas are infinite clones so they may be reused

Be H Li  
O Sn Ag  
Ne C He B  
Cl

### Keeping Information in Context

Another benefit of the Infinite Cloner feature is that it makes it easy to keep information in context. This feature is especially useful for text-based lessons.

How many different words can you make from this word?

s h a k e s p e a r e

1. a p e
2. p h a s e
3. s h a k e
- 4.
- 5.
- 6.

set each letter of a word as an Infinite Cloner – drag the letter to a different area of your page to create anagrams – you may want to set a timer to make the lesson more challenging – look for a timer in the Gallery

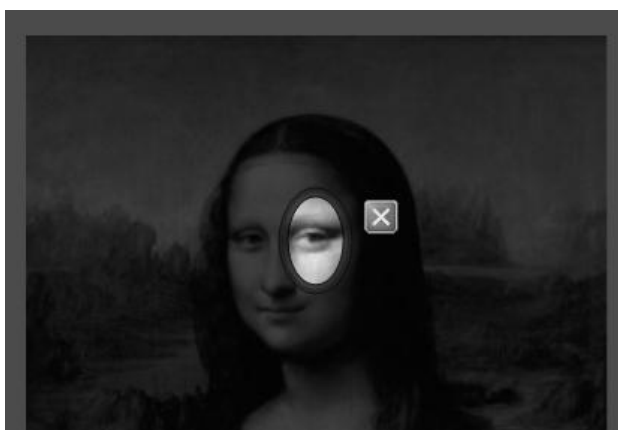
## Magic Pen



The Magic Pen icon from the Notebook software toolbar allows you to highlight parts of your Notebook page in a way similar to the Spotlight tool on the SMART Board interactive whiteboard.

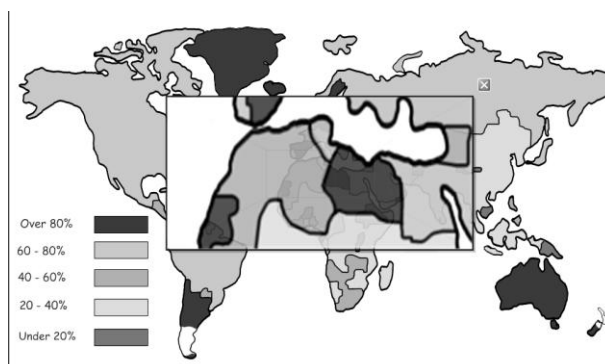
### ***Magic Pen Spotlight***

Click on the Magic Pen icon on the Notebook toolbar to activate it. Draw a circular shape on the part of the work area you wish to highlight. When you move your cursor over the magic shape, it turns into a double-ended arrow. This arrow allows you to make the highlighted area larger or smaller.



### ***Magic Pen Zoom***

When you use the Magic Pen and draw a rectangle around an area on your Notebook page, it will allow you to zoom into that area. When your cursor approaches the magic shape, it turns into a hand. This hand allows you to move the magic shape to zoom or highlight a different selection. The double-ended arrow allows you to resize the zoom or highlight area. To close a magic shape and return your work area to normal, click on the X in the box.



### ***Magic Pen Ink***

When you write or draw with the Magic Pen, the ink disappears in about 10 seconds. This feature is an excellent way to keep your work area uncluttered. It is also a fine way to offer sequential problem solving clues to a class working on a SMART Board activity. You can use the Magic Pen to warm up the class by playing timed Brain Gym type exercises.

When the Spotlight or the Magic Pen are active, teachers can only write on or activate components in the spotlighted area.

## REVIEW QUESTIONS: INTERACTIVITY PART 1

- 1 What are some ways you can reveal answers to the group?
- 2 How would you use the Magic Pen?
- 3 How do you access the additional math and science symbols?
- 4 How would you use the Infinite Cloner?
- 5 Why is font selection important in creating a Notebook file?

## REVIEW QUESTIONS: INTERACTIVITY PART 1

**1 What are some ways you can reveal answers to the group?**

- Move and reveal
- Erase and reveal
- Order and reveal
- Screen Shade and reveal

**2 How would you use the Magic Pen?**

Bring attention to one area in Notebook software

**3 How do you access the additional math and science symbols?**

Double-click on typed text and select the math and science symbols icon

**4 How would you use the Infinite Cloner?**

To reproduce an object an unlimited number of times, for instance, in counting activities, graphing exercises, spelling and word games

**5 Why is font selection important in creating a Notebook file?**

- Allows for less distraction; keeps the file consistent
- Allows for everyone in the room to see the text

## HANDS-ON PRACTICE: INTERACTIVITY PART 1

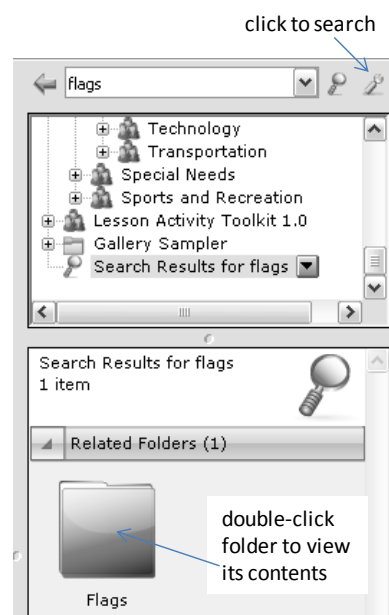
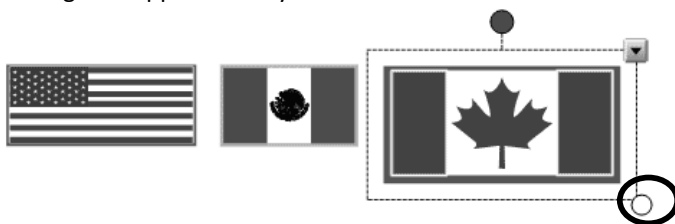
### Preparing Your Lesson

You will prepare a geography lesson activity that asks students to match North American countries to their flags. You can use the concepts outlined in this hands-on practice to prepare and deliver lessons in other subject areas.

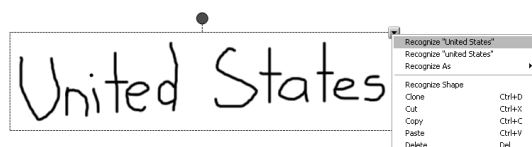
- 1 Open a blank Notebook file
- 2 Click the **Gallery** tab to search or browse collections of SMART's custom pages, clip art, Flash animations and video files. For this example, you search for flags of North America.

**TIP: Deselect the Auto-hide check box to keep the Side Tab visible. This action will provide you with easy access to the Page Sorter and Gallery tabs as you prepare and deliver your lesson.**

- 3 Type the keyword *flags*
- 4 Click the **Search** icon, which is the large magnifying glass, to initiate your search.
- 5 Notebook software displays your search result(s) as a thumbnail image matching your search criteria. In this example, a folder named *Flags* will appear.
- 6 Double-click the folder thumbnail to view its contents
- 7 Scroll through the Gallery collection to find flags for the United States, Mexico and Canada. Drag each flag to the work area of your Notebook file. You can double-click the flag's thumbnail image to quickly add it to your work area.
- 8 Resize each flag by diagonally dragging the resize handle. Ensure the flags are approximately the same size.



- 9 Align the flags horizontally
- 10 Write the name of each country in a different color
- 11 Click *United States*, for example, and choose the appropriate typed text from the object's drop-down menu. Convert Mexico and Canada from handwritten to typed text also.

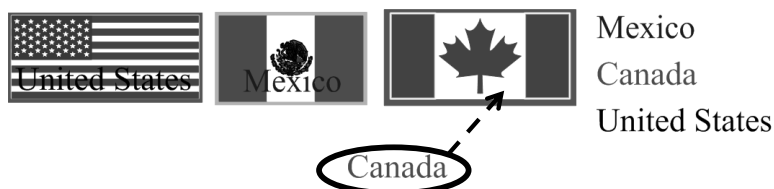


## HANDS-ON PRACTICE: INTERACTIVITY PART 1

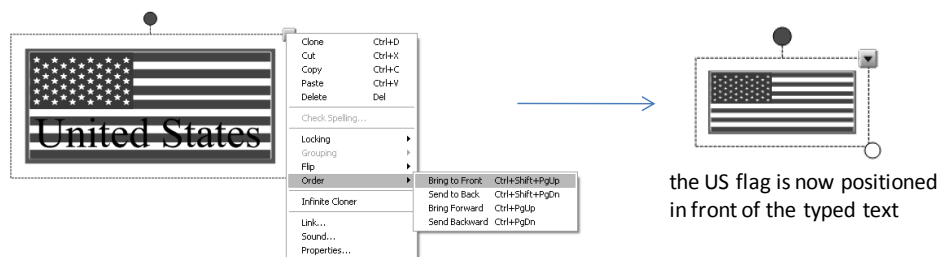
- 12 Click **Clone** from the object's drop-down menu to make a copy of the name of each country. There should be two country names for each flag.



- 13 Organize the names of each country so that one set of country names is placed in a vertical line on your work area. Drag the other country names over their corresponding flags.



- 14 Click the United States flag, for example, and choose **Order > Bring to Front** from the object's drop-down menu to cover the name United States. Complete this task for the Mexican and Canadian flags.



- 15 Click **File > Save** to save your Notebook file. Give your Notebook file a name, and choose the location where you want to save it.

### Using Your Lesson in the Classroom

After opening your saved Notebook file on the SMART Board interactive whiteboard, ask your students to drag the name of each country underneath its corresponding flag. Once the exercise is completed, remove the flags to reveal the correct answers.

**TIP:** Select a fun setting from the Creative pen to add check marks to correct answers.

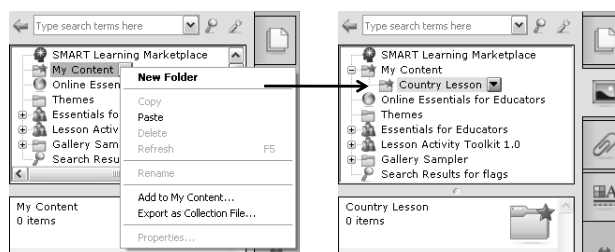
You can add as many pages to your Notebook file as you need to create additional lesson activities, such as labeling continents or identifying capital cities on regional maps.

## HANDS-ON PRACTICE: INTERACTIVITY PART 1

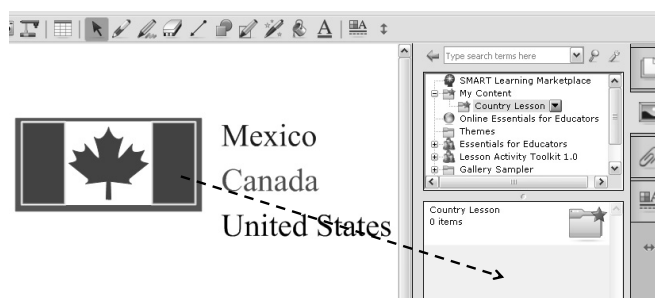
### Preparing Your Lesson: Advanced Features

The *My Content* area is a Gallery collection reserved specifically for objects and lessons you have imported, captured or created, such as the lesson you just finished preparing. It's also a good place to store objects and lessons you use frequently or want to share with your colleagues.

- 1 Open your geography lesson
- 2 Click on the **Gallery** tab. By default, the My Content folder is selected.
- 3 Click the My Content drop-down menu and choose **New Folder**
- 4 Launch the On-Screen Keyboard and type *Country Lesson*. You have now created an area where you can store all objects related to your geography lesson.



- 5 Drag each flag and country name into your new Gallery collection. Your new Gallery collection now contains nine individual Gallery items – one flag and two names for each country.



- 6 Select the **Page Sorter** tab. Insert a blank Notebook page by clicking the **Add Blank Page** icon on the Notebook software toolbar.
- 7 From the Shapes drop-down menu on the Notebook software toolbar, select the square. Position your cursor on the left side of your work area and draw a large rectangle.
- 8 Click the **Select** tool from the Notebook software toolbar. Fill the rectangle with color by selecting the rectangle, then choosing **Properties** from the object's drop-down menu. Alternately, you could change the rectangle's properties by using the Properties tab.



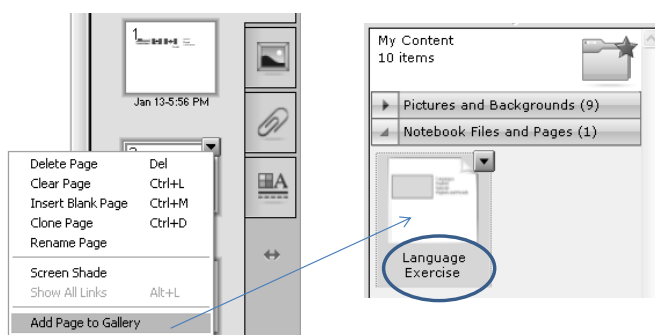
## HANDS-ON PRACTICE: INTERACTIVITY PART 1

- 9 To the right of the rectangle, write or type *Languages:* and below this write or type *English, Spanish, English and French*



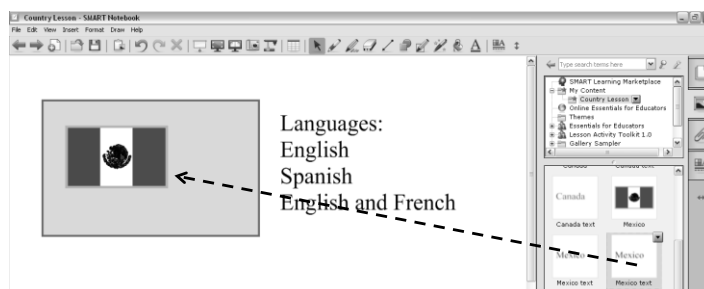
Languages:  
English  
Spanish  
English and French

- 10 Press the page thumbnail's drop-down menu in the Page Sorter tab. Select **Add Page to Gallery** to place the entire Notebook page into the My Content area of the Gallery Collections. This action gives you quick and easy access to Notebook pages for lesson planning and delivery.



**TIP:** Name your new Notebook page *Language Exercise* so you can organize your Gallery items into meaningful groups.

- 11 Drag the Mexican flag from the My Content area to the top-left corner of the rectangle you created in step seven. Then drag the word Mexico to sit directly below the flag.



- 12 Drag the Language Exercise page you created in step 10 to the work area of your Notebook file. This action will automatically insert a new Notebook page directly after the active Notebook page.
- 13 Repeat steps 11 and 12 using the Canadian and United States flags and associated text
- 14 Press **File > Save** to save your Notebook file

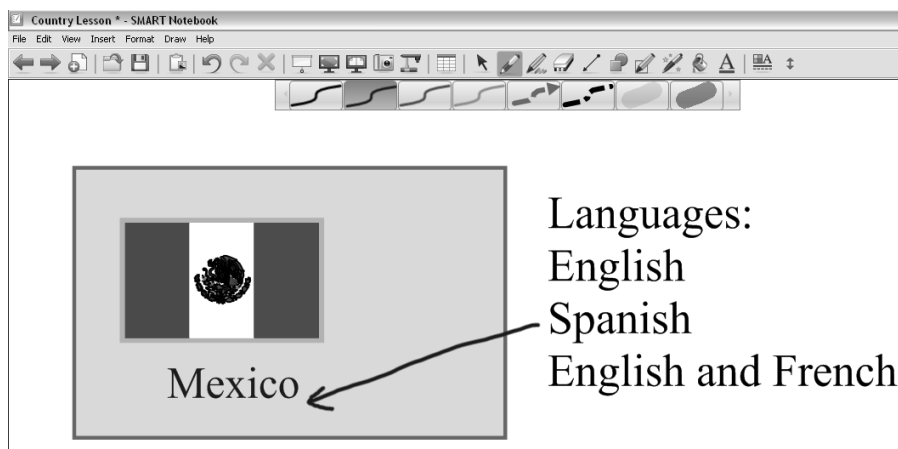
**TIP:** Share your geography lesson with other colleagues – select *Export as Collection File* from the *My Content* drop-down menu to distribute your electronic file.



## HANDS-ON PRACTICE: INTERACTIVITY PART 1

### Using Your Lesson in the Classroom

Invite your students up to the SMART Board interactive whiteboard to draw an arrow from the language text to the corresponding flag using the Line tool or a pen tool from the pen tray. You can hide the correct answers behind the rectangle or flags.

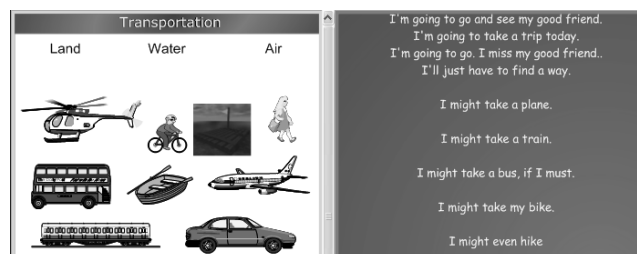


# Building in Interactivity: Part 2

*Notebook software includes many tools and features that enable you to make lesson activities that are engaging and interactive. Bringing students up to the interactive whiteboard provides them with a hands-on experience that they will remember.*

## Dual Page Display and Pin Page

In some lesson activities, you may want to display two pages side by side. For example, you may want to display new vocabulary words on one page and an activity on another page, or you may want to display steps to solving a particular type of math problem on one page and a math question for your students to complete on another page. You can display both of these pages at once using Dual Page Display. You can draw, make notes, import files and add links on either page just as you would on a single page, and even move objects between the two pages.



To use Dual Page Display, press the **Dual Page Display** button on the Notebook software toolbar or select **View > Zoom > Dual Page Display**. The work area will be split into two panes showing two consecutive Notebook pages.

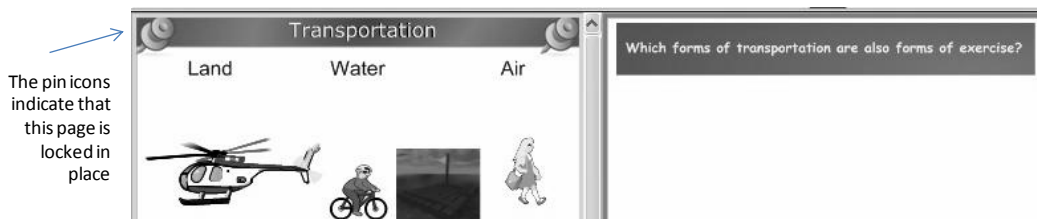


To close Dual Page Display, press the **Single Page Display** button on the Notebook software toolbar or select **View > Zoom > Single Page Display**.

## Pin Page

When working in Dual Page Display, the Pin Page feature enables you to lock one page in place while still using the other pane to navigate through your Notebook pages. For example, when introducing new vocabulary, you may want to keep a vocabulary list displayed on one page, and display various activities in the other pane. This approach enables students to refer to the new terminology or drag the vocabulary words onto the activity pages as needed.

To pin a page, navigate to the page you want to pin – in this scenario, the vocabulary list – and select **View > Zoom > Pin Page**. Thumbtack icons appear in the top corners of the pinned page. When you press the Next Page button, only one of the two displayed pages – the one without the thumbtack icons – will change. You can unpin the page by following the same steps.



When the Notebook pages are turned, the left-hand page will remain on-screen because it has been pinned. It can be reused, but a new page – and in this case a new activity – will appear in the right pane.

## Gallery Content for Interactive Lessons

There are two ways to find content in the Gallery. The search field at the top of the Gallery tab allows you to search by keyword. Use the Gallery's search function if you are looking for specific content related to a keyword, such as *speech bubble*. You can also browse the Gallery Collections by navigating through the folders and subfolders. Browse through individual folders if you are looking for all objects related to a general topic, such as *tree* or *handwriting*.

### The Search Field

To search for objects in the Gallery follow these steps:

- 1 Click or press once inside the search field
- 2 Type a keyword related to the type of object(s) you are looking for
- 3 Press the search button to display your results

### Gallery Collections

A Gallery collection is a group of Gallery content – images, pages and multimedia items – that you can add to Notebook software. SMART has created a Gallery collection Gallery specifically for educators, including curriculum-relevant templates and images for the K–12 school system. This collection is called *Essentials for Educators*.

To add Essentials for Educators to your Gallery in Notebook software, complete the following steps:

- 1 Click the **SMART Board** icon in the notification area
- 2 Select **Check for Updates**
- 3 The SMART Product Update wizard appears. This update wizard checks for updates for any SMART software on your system.
- 4 Press the **Update** button next to SMART Essentials for Educators if it is available
- 5 Follow the on-screen instructions

Within the Essentials for Educators collection, there are several folders containing Gallery content. To quickly access the relevant content for your subject, follow these steps:

- 1 Open the **Gallery** tab
- 2 Select **Essentials for Educators**
- 3 Click the + sign next to a folder to expand the category and view the related subfolders

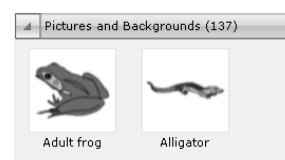
The Gallery organizes content into the following four categories: Pictures and Backgrounds, Interactive and Multimedia, Lesson Activities and Notebook Files and Pages. Thumbnails within the categories provide preview images of the content and indicate the variety of content. You can easily add your own background pages, clip art, multimedia and Flash content files to the My Content category.

### Pictures and Backgrounds

The Gallery features thumbnails of its contents. Clip art and photographs appear as thumbnail images. Background pages are shown as pages with a dog-eared corner. Adobe Flash .swf files appear as either a Flash icon or a thumbnail of the content with a small Flash icon in the upper-left corner.



Gallery search results for the search term *adverb*



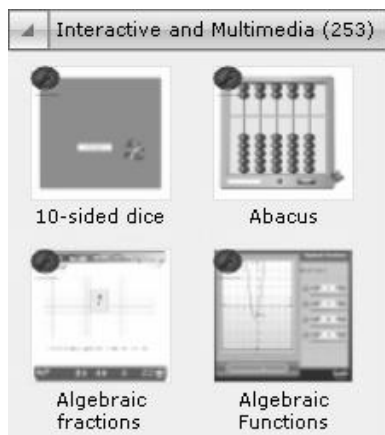
## Notebook Files and Pages

When you add a Notebook page, it is inserted on a new page immediately following the current page. A Notebook file is a collection of pages. If you add a Notebook file, the pages it contains are inserted after the current Notebook page.

## Lesson Activities

The Gallery includes several complete Lesson Activities that you can use in your class, modify to suit your needs or review for ideas on how to use Notebook software. Many more lesson activities are available online at [www.education.smarttech.com](http://www.education.smarttech.com).

## Interactive and Multimedia Content



Video and Adobe Flash content is easily accessible from the Gallery. Video content can be used to give students an impression of a historical event or to demonstrate how something moves, such as microscopic cells. Flash can be used when you want students to interact directly with a learning object and receive instant feedback.

When you are searching for content related to a specific topic, Flash and video Gallery items are always located under the Gallery header Interactive and Multimedia.

There are hundreds of Flash and video Gallery items. To browse through the Interactive and Multimedia content available from the Gallery, type video or Flash in the Gallery search field, and experiment with the Gallery items to learn how you can apply them to your lessons.

## Potential Pitfalls

Multimedia elements are a popular way to integrate content to your lesson activities that appeal to different learning styles. These tools are a good supplement to any lesson, but should be used with restraint. Filling every page with animations, videos and sound can distract students from the learning objectives and direct their focus to the technology instead of to the lesson content.

Use and experiment with all the tools available to you, but make sure you know why you are using a specific tool – to meet a learning objective.

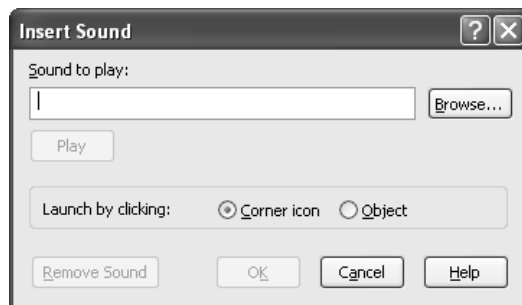
## Attaching Sound

The sound capabilities for Notebook software are an ideal tool for teaching language skills and will also appeal to auditory learners. Attaching an audio clip to an image enables students to see a word and hear it pronounced at the same time. You can also attach longer sound files, including sound effects, songs and conversations that students can listen to, repeat and discuss.

To attach a sound file to an object, complete the following steps:

- 1 Select the object that you would like to attach a sound file to
- 2 Select **Sound** from the object's drop-down menu. The Insert Sound dialog box appears.
- 3 Type the name of the sound file to attach to the object, or press **Browse** to locate and select the sound file
- 4 Press the **Play** button if you would like to preview the sound to ensure it is the right file

- 5 Select whether you'd like to launch the sound by clicking a corner icon or the object
- 6 Press **OK**. The sound file is now associated with the object and the sound file is saved as a part of the Notebook file.



Select whether you would like the sound file to launch when a person presses the object, in this case – the image of the bear – or by pressing a corner icon.



Students can press the sound icon to hear the word “bear.”

---

**TEACHER TIP:** An interesting way to use sound in a lesson is to place several words, each with a sound file containing the correct pronunciation of the word attached, on the page. Students can rearrange the words to build sentences. After creating the sentence, they can press the words to hear the sentence and make sure it makes sense and repeat what they hear. Song is also a fun way to use sound in lesson activities. Attach a verse of a song to a text object containing the lyrics. Students can listen to the song and follow along by reading or singing the lyrics displayed on the page.

---

## Object Animation

You can add excitement to your lesson activity and emphasis to key points by using Object Animation. You can animate an object to fly in from the side of the page, spin, fade in, shrink and more, choosing when the animation takes place, at what speed and for how long. You can add animation to a text object or any object created with the Shapes tool or any of the pen tools.

To animate an object, complete the following steps:

- 1 Select the object you would like to animate
- 2 Open the **Properties** tab
- 3 Select the **Object Animation** tab
- 4 Using the drop-down lists provided, select the animation Type, Direction and Speed
- 5 Select the animation timing from the Occurs drop-down list. You can set the animation to take place when you enter the page or when you click the object.
- 6 Select how many times the animation repeats from the drop-down list

## Interactive Resources from the Lesson Activity Toolkit

The Lesson Activity Toolkit contains several interactive resources that will keep your students involved and make learning fun.



## Games and Activities

The table below lists only some of the resources available in the Lesson Activity Toolkit, so be sure to browse through the folders to find additional activities and games that work for you, and creative ways to use them. The Examples folders may help you generate some ideas. To add an item from the Lesson Activity Toolkit to your lesson, drag and drop the thumbnail image onto the work area.

Activities	Games
category sort	anagram
keyword or image match	crossword
multiple choice	dominos
sentence arrange	hotspots
tiles	Sudoku
timeline reveal	word biz

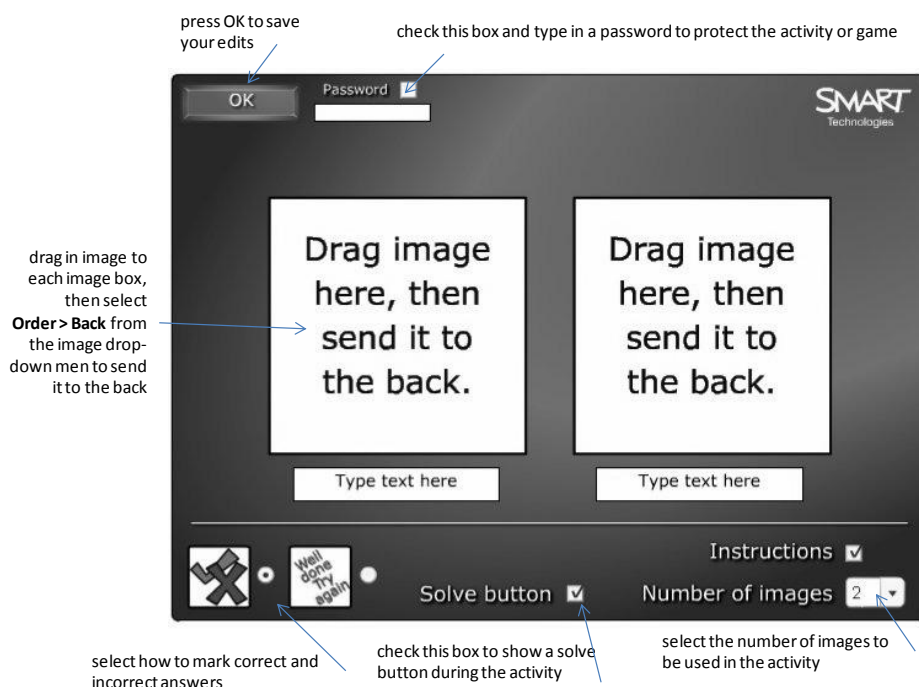
## Editing a Flash Activity or Game

Most Flash activity and game templates have an **Edit** button that enables you to customize the activity or game, and a Help button that displays detailed instructions for building and using it. Press **Edit** to get started. Fill in the blanks and make any selections required to set up the activity or game.

When editing the activities, games and tools, you can add text by typing in the text fields, or by dragging and dropping text from the Notebook page, word processing software or a webpage or other software program, into the text fields to speed-up activity creation. For example, if creating a multiple choice activity, you can drag both the questions and answers from your existing quiz found in a word processing document.

If you would like to ensure that others cannot edit your activity, check the **Password** box, and set a password. This action can prevent participants from accidentally accessing the edit area of the activity during class.

To add an image to an activity such as the Image match, Hotspots or Tiles activity, drag the image onto the work area and send it behind the activity by selecting **Order > Send to Back** from the object drop-down menu.



If you prefer not to use Flash-based activities, some activities are also available in a Notebook page format. Flash activities are identified with a red *f* in a circle, and Notebook pages are identified with a folded top-right corner.

### Using a Flash Activity or Game in Class

You can lead the activity, or have a student come up to the interactive whiteboard to manipulate the objects. Many of the activities include a **Check** button that will grade the activity, a **Reset** button that will clear the activity, and a **Solve** button that displays the correct answers, enabling you to review with the entire class.

### Tools

The Tools folder includes several Flash tools, including random number, letter, card and domino generators, image and keyword dice, a voting tool, information buttons and word generators, scrolling text bars and many others, that you can use to add interactivity to your lesson activities. The tools in the Examples folder may help you generate some ideas.



When editing the tools, you can add text to a field by typing in a text field, or by dragging and dropping text from the Notebook page into a text field.

### Pull Tabs

Pull tabs are a useful tool found in the Lesson Activity Toolkit that are designed for hiding text or objects on a Notebook page until you are ready to reveal them. Pull tabs can be used to detail activity instructions and provide hints. They enable you to include a lot of information on a page, without cluttering it.

If you are not using the Lesson Activity Toolkit, you can create your own pull tab object using the Shapes tool. Consider saving the pull tab in your My Content folder if you will use it often. To create a pull tab:

- 1 Select a pull tab from the Graphics folder or create your own pull tab object
- 2 Drag the pull tab onto the work area
- 3 Add the pull tab text to the workspace using the text button
- 4 Select both the text object and the pull tab (press Ctrl and click on each one)
- 5 Select **Grouping > Group**. The two objects will behave as one object.
- 6 Move the pull tab until the text is hidden on the edge of the page
- 7 During your lesson, use the pull tab to reveal the hidden text or image by pulling it toward the center of the workspace

Conjugate the verb *FAIRE*



Place the pull tab at the end of the workspace or object to hide the attached text.

Conjugate the verb *FAIRE*



Pull the pull tab to reveal the hidden text.

### Help

The Help folder in the Lesson Activity Toolkit contains a link to [www.education.smarttech.com/slat](http://www.education.smarttech.com/slat), where you can find additional information and supporting materials for the Toolkit.





## REVIEW QUESTIONS: INTERACTIVITY PART 2

- 1 How do you turn on Dual Page Display?
- 2 How do you attach a sound file to an object?
- 3 What are three object animation styles?
- 4 What are two ways to add text to a text field in an Adobe Flash activity, game or tool from the Lesson Activity Toolkit?
- 5 How do you create a pull tab?

## REVIEW ANSWERS: INTERACTIVITY PART 2

### 1 How do you turn on Dual Page Display?

Press the **Dual Page Display** button on the toolbar or select **View > Zoom > Dual Page Display**.

### 2 How do you attach a sound file to an object?

Select the object that you would like to attach a sound file to and select **Sound** from its drop-down menu. The Insert Sound dialog box appears. Press **Browse** to locate and select the sound file. Select whether you'd like to launch the sound by clicking a corner icon or the object, and press **OK**.

### 3 What are three object animation styles?

Fade in, fade out, flip around axis, fly in, fly out, shrink and grow, and spin

### 4 What are two ways to add text to a text field in an Adobe Flash activity, game or tool from the Lesson Activity Toolkit?

You can add text by typing into the text fields, or by dragging and dropping text from the Notebook page, word processing software or a webpage or other software program, into the text fields to speed up activity creation.

### 5 How do you create a pull tab?

Select a pull tab from the Graphics folder and drag it onto the work area. Position it next to the object you would like to group it with. Select both the object and the pull tab (press **Ctrl** and click on each one), and select **Grouping > Group**. Move the pull tab until the text is hidden on the edge of the page.

# Structuring and Organizing Lessons

*The Page Grouping feature in Notebook software enables you to organize pages. Links, buttons and attachments can help you improve the flow of a lesson activity. Additional features, such as My Content and team content, help you keep your learning objects and Notebook files well organized.*

## The Lesson Activity Toolkit

The Lesson Activity Toolkit provides many tools and resources that can be helpful when preparing and delivering a lesson. You have the option of installing the Lesson Activity Toolkit when installing Notebook software 10. However, if you did not install it at that time, you can download the Lesson Activity Toolkit separately. To download and install the toolkit, complete the following steps:

- 1 Open your browser and go to [www.education.smarttech.com/slat](http://www.education.smarttech.com/slat)
- 2 Click the **Download SMART Lesson Activity Toolkit** link
- 3 If prompted to open or save, select **Open**
- 4 Click **Lesson Activity Toolkit**
- 5 Click **Next**
- 6 Click **Finish**
- 7 Open Notebook software
- 8 Click the **Gallery** tab

## Teachers' Notes and Lesson Notes

Just as you would ask your students to include a title page on a book report, lab report or research project so that you know which student and class it's for, it's a good idea to include key details at the beginning of any Notebook software lesson activity you create or use. Documenting the subject, topic, grade level and learning outcomes at the beginning of your Notebook file will help you to focus your efforts on these ideas as you develop the lesson and easily find appropriate lesson activities when reusing your files in future years. It will also make it easier for others to get an overview of the lesson if you share your resources.

Teachers' notes	
Subject	Type text here
Topic	Type text here
Title	Type text here
Grade(s)	Type text here
Cross-curricular link(s)	Type text here
Prior knowledge	Type text here
Intended learning outcome(s)	Type text here

This is a SMART-created template for Teachers' notes. To use the template, select the text and overwrite the current text with your lesson activity information.

## Lesson Notes

The templates found in the Lesson Activity Toolkit contain an additional page – lesson notes. This page is for recording lesson instructions, additional resources or improvements you would like to make to the lesson activity in the future. Multipage teachers' notes and lesson notes templates are available from the Lesson Activity Toolkit Gallery collection, or you can create your own template

## Title Pages and Lesson Pages

Ready-made pages make it easier to add structure and style to your lessons. You can find templates for title pages and lesson pages – complete with title bars – in the Pages folder of the Lesson Activity Toolkit. To add one of these templates to your lesson, drag and drop it onto any page of the file, then fill out the pages to suit your lesson activity. To change the text on the pages and title bars, highlight the existing text and start typing.

This screenshot shows a lesson page template. At the top left is a button labeled 'Teachers' notes' and at the top right is a button labeled 'Lesson notes'. The main title 'Cinquain Poems' is centered. Below the title are two bullet points: 'Define cinquain poems' and 'Review 3 types of cinquain poems'. At the bottom left is a button labeled 'Evaluation'.

Press this button to record your comments and observations about the lesson activity

**Title page:** insert the topic and learning objectives to provide an overview of the lesson activity

Use this page to detail information about the lesson such as topic or title. This action will be useful when you are sharing or revising the lesson activity.

these buttons provide easy links between the pages

This screenshot shows a 'Teachers' notes' page template. At the top left is a button labeled 'Back' and at the top right is a button labeled 'Lesson notes'. The main title 'Teachers' notes' is centered. Below the title is a table with the following content:

<b>Subject</b>	Language arts
<b>Topic</b>	Literature
<b>Title</b>	Cinquain Poems
<b>Grade(s)</b>	2, 3, 4, 5, 6 and 7
<b>Cross-curricular link(s)</b>	Poetry
<b>Prior knowledge</b>	
<b>Intended learning outcomes</b>	Introduce and define cinquain poem forms

This screenshot shows a lesson page template, identical to the one above. It has buttons for 'Teachers' notes', 'Lesson notes', and 'Evaluation'. The title is 'Cinquain Poems' and the content includes two bullet points: 'Define cinquain poems' and 'Review 3 types of cinquain poems'.

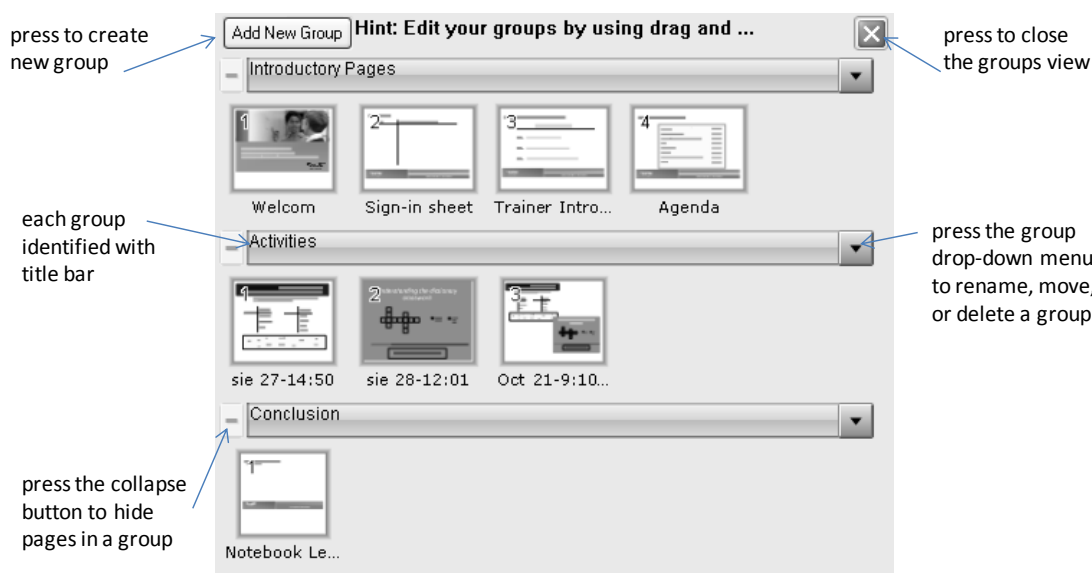
Use this page to document comments and instructions for the lesson. You can also use this page during a lesson to keep track of student questions or improvements you would like to make to the lesson activity.

## Page Grouping

To keep your Notebook files well organized, you can sort pages into groups. This is particularly useful when there are a large number of pages within a file. Page grouping enables you to view your pages in an organized way. You can choose to show or hide specific groups, reducing the number of pages visible at a time. You can also rearrange the order of groups, quickly navigate to a particular group within the Page Sorter and apply a theme to all the pages within a group.

As a default, each Notebook file has only one group. You can add and modify groups at any time. To view and edit groups, complete the following steps:

- 1 Open the **Page Sorter** tab
- 2 Press the **Groups** button
- 3 Select **Edit Groups**. If you have not yet edited the groups in the Notebook file, all pages will be in the default group – Group 1. If you have already edited the groups for this file, the pages are displayed under the appropriate title bars.

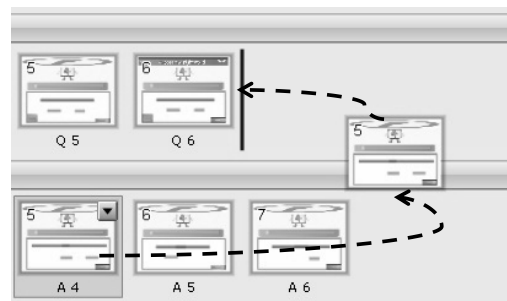


To create a new group, complete the following steps:

- 1 Press the **Add New Group** button. A new group title bar appears and a new blank page appears below it. Every group must include at least one page.
- 2 Press the group drop-down arrow and select **Rename Group**
- 3 Type a new name for the group

Pages and groups can easily be organized using the drag and drop method. To move a page to a different group or a different location in the same group, simply drag the thumbnail image for the Notebook page to the new desired location. To rearrange the order of groups, drag a group's title bar to the new location. Alternatively, press the group drop-down menu and select **Move Up** or **Move Down**.

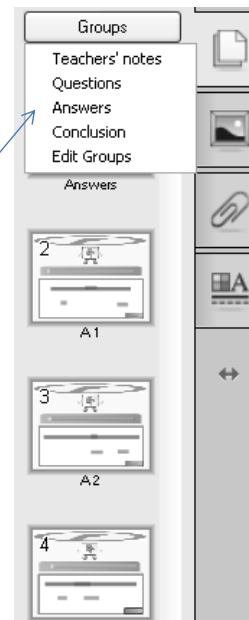
To delete a group, select **Delete Group** from the drop-down menu. When you delete a group, you also delete all pages within that group, so be sure to move any pages you would like to keep into a different group first. If you move all pages out of a group, the group disappears automatically.



To close the Groups view, press the **Close** button in the upper-right corner, or double-click on any thumbnail image to navigate directly to that Notebook page.

When using the Page Sorter, you can navigate between groups easily without opening the Groups view. To do this, press the **Groups** button at the top of the Page Sorter, and select the group you would like to see from

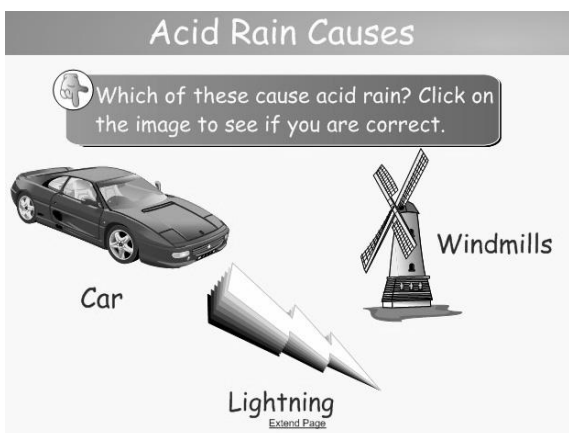
select the group you would like to see from the drop-down list



## Linking

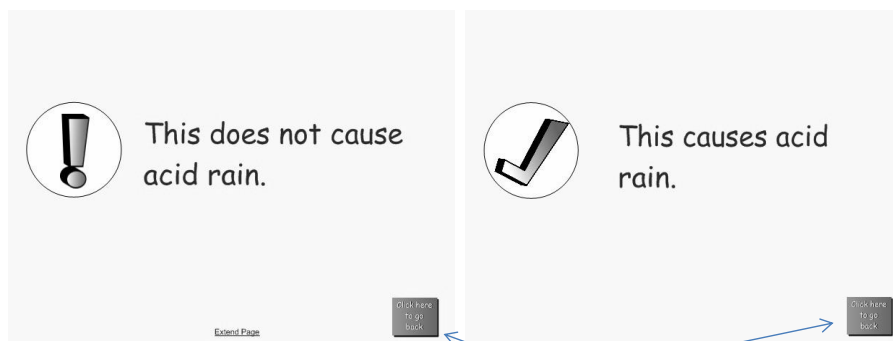
You can significantly improve the flow and organization of your lesson by taking advantage of the linking capabilities in Notebook software. You can link any object on a Notebook page to a webpage, an external file, an attached item or another page in the same Notebook file.

The ability to link to another page within the Notebook file enables you to move between pages quickly, without using the Page Sorter. Since any object can be linked, you can create objects that serve as navigation buttons or set different messages to appear based on which object you or a student touches on the Notebook page.



To respond to the question, the student presses the object that he believes causes acid rain. All three objects are linked to answer pages within the Notebook file. After pressing an object, the student will be presented with one of the two pages shown below.

Many teachers like to write congratulatory messages or hints on specific pages, providing students with immediate feedback when they touch an object linked to that page. Navigation buttons created with links found on the message pages allow students to return to the activity easily to try again or move on to the next activity.



to return to the question page, the student can press the button on the bottom corner of the page

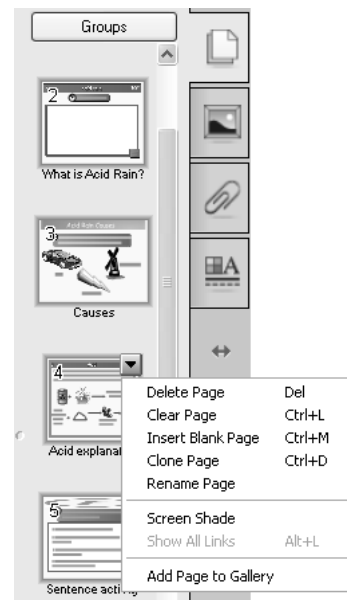
## Tips for Keeping Your Linked File Organized

To keep your Notebook file well organized, create the required Notebook pages before creating the links. Place all answer pages at the back of the Notebook file, and separate them from the lesson activity with a title page. The title page will prevent you from inadvertently displaying the answer pages to your students.



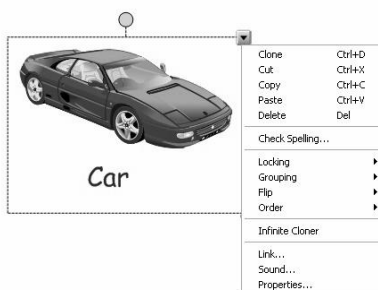
Name each page with a unique, short and descriptive name to make the pages easy to identify when you are creating the links.

To rename a page, select **Rename Page** from the page drop-down menu in the Page Sorter. Type the page name in the text box that appears.



## Creating Links

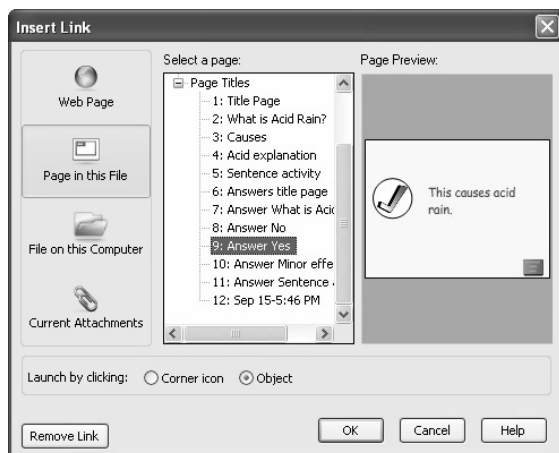
To link an object to another page within the same Notebook file, select **Link** from the object's drop-down menu, and select **Page in this File** from the Insert Link dialog box.



A list of the pages in the current Notebook file will appear. Select the page you would like to link to. The Page Preview pane enables you to confirm your selection before creating the link.

Select whether you would like to launch the link by clicking Corner icon or Object.

Press **OK** to create the link.



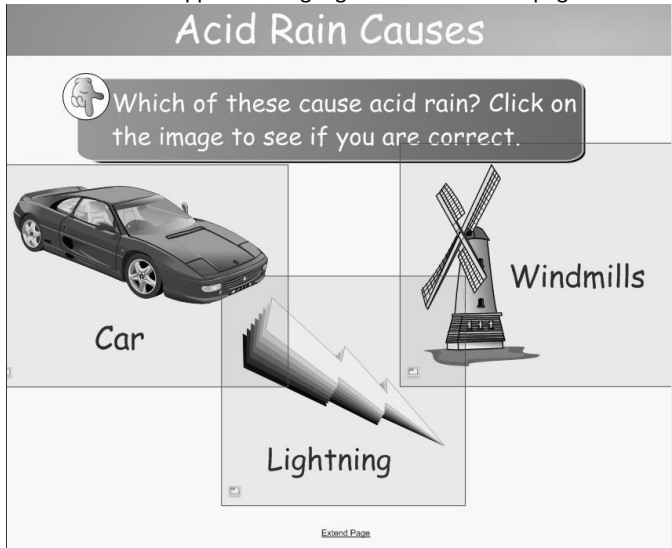
In this example, pressing anywhere on the object will link to the page Answer Yes, indicating that the object does contribute to acid rain. Brief but descriptive page names make it easy to select the correct Notebook page for the link, and the Page Preview pane confirms the selection.

# Show All Links

If you are working with a Notebook file that contains many links that you have not recently used or that someone else created, you can use the Show All Links feature to be sure that you have not overlooked any links that are hidden by surrounding objects.

Show All Links briefly highlights all objects on a Notebook page that are linked to a website, file, another Notebook page or a sound with an animated box. Select **View > Show All Links** to identify the links on the current page once, or select **View > Show All Links When Page Opens** to highlight the links each time you open the page during the current session.

An animated box appears to highlight each link on the page.



View	Insert	Format	Draw	Senteo	Help
Page Sorter				Alt+1	
Gallery				Alt+2	
Attachments				Alt+3	
Properties				Alt+4	
Next Page				PgDn	
Previous Page				PgUp	
Screen Capture Toolbar					
Screen Shade					
Auto-Hide Side Bar					
Customize Toolbar...					
Full Screen				Alt+Enter	
Zoom					
Show All Links				Alt+L	
Show All Links When Page Opens					
Language Setup...					



## Attachments

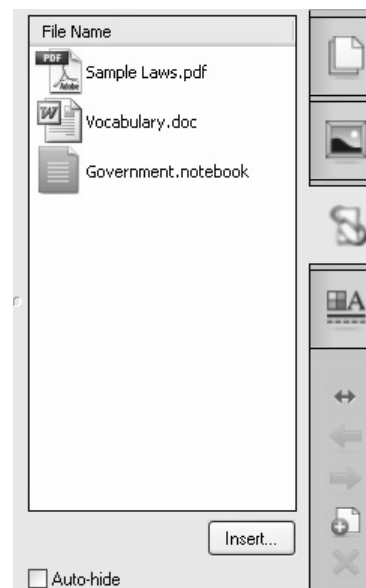
Taking time during a class to navigate to the files you want to show can be awkward and distracting. Your lesson can lose its momentum and students can lose their focus. To avoid this situation, attach files, shortcuts to files and Internet links to the Attachments tab of your Notebook file and open them easily during your lesson. You can then open them with a single press. Everyone remains on track, and no time is wasted. Attachments give you ready access to the information you want to display.

### *Attaching a Copy of a File*

You can add a copy of a file to the Attachments tab. This step enables you to keep all resources for a lesson in one place, making organizing your electronic files much easier. However, when you attach a file, the size of the Notebook file increases. To add a copy of a file to the Attachments tab, do the following:

- 1 Press the **Insert** button on the Attachments tab
- 2 Select **Insert Copy of File**
- 3 Navigate to and select the file you would like to add and press the **Open** button

When you open the file from the Attachments tab, it will be in Read-only format. If you would like to save changes to a file stored in the Attachments tab, use Save As.



### *Attaching a Hyperlink*

To save time finding Internet resources and reduce distractions during your lesson, you can add hyperlinks to the Attachments tab, similar to saving bookmarks or favorites in your Web browser. To add a hyperlink to the Attachments tab, do the following:

- 1 Press the **Insert** button on the Attachments tab
- 2 Select **Insert Hyperlink**
- 3 Type the hyperlink address into the Hyperlink field
- 4 Type the text you would like to see in the Attachments list – for example, the website name – into the Display name field
- 5 Press **OK**

The hyperlink appears in the Attachments tab. To open the webpage in your default browser, double-press the link.

### *Attaching a Shortcut to a File*

A shortcut is a link to a file that is stored outside of Notebook software. To add the shortcut to a file in the Attachments tab, do the following:

- 1 Press the **Insert** button on the Attachments tab
- 2 Select **Insert Shortcut To File**
- 3 Navigate to and select the file you would like to add and press the **Open** button

## My Content

You can add your own images, objects and entire Notebook pages to the Gallery, or save your favorite items into an easy-to-find location using the My Content folder. My Content is a Gallery collection reserved specifically for objects you have imported, captured or created. If there are any templates or tools that you use on a regular basis, such as your school logo or a lesson template, you can save time and reduce extra work by adding them to your My Content folder.

### Adding Items To My Content

To add an item to the My Content area, drag the item from the work area, the Page Sorter or the Gallery to the My Content folder in the Gallery.

To import additional files from your computer, including pictures you have taken with a digital camera or downloaded from the Internet, follow these steps:

- 1 Select the **Gallery Actions** icon to the right of the search button
- 2 Select **Add Other Files to My Content** to launch the *Add to My Content...* dialog box
- 3 Browse to and select the file you would like to add
- 4 Press the **Open** button

Your file will appear as a thumbnail in the My Content area of the Gallery

### Organizing My Content

Within the My Content folder, you can create your own folders and subfolders to organize your Gallery content any way you like.

To add a subfolder to My Content, do the following:

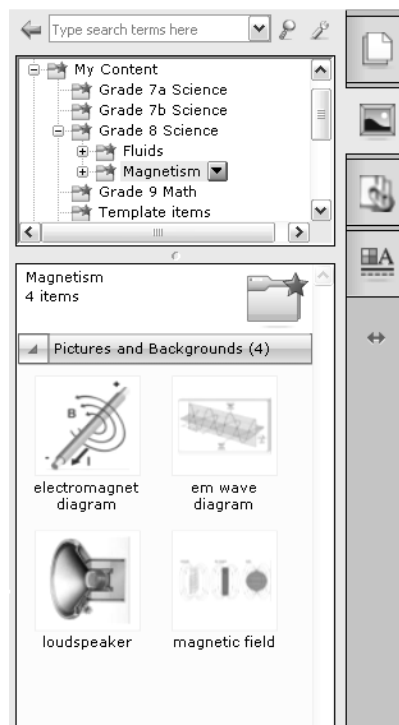
- 1 Select the **My Content** menu arrow or a subfolder menu arrow
- 2 Select **New Folder**. A new folder will appear.
- 3 Type a name for this folder

### Adding Keywords To Objects In The My Content Area

The search function in the Gallery works by scanning keywords associated with each Gallery item. When you add an item to the My Content area of the Gallery, you can provide keywords to the item so it is recognized by the search function and appears in future search results.

To add keywords to a My Content item, do the following:

- 1 Press the item's thumbnail in the My Content area
- 2 Press the drop-down menu arrow
- 3 Select **Properties** to launch the Gallery Item Properties dialog box
- 4 Type the keywords you would like associated with the item. For example, you could type editing and symbol if the Gallery item is an editing symbol you frequently use
- 5 Press **OK**



## Team Content

You can save time and encourage teamwork by sharing lesson activities with other teachers in your school or district. If you are using the same computer network, you can save your lesson activities, Notebook files, Gallery Collections, images and multimedia files in a shared team content folder on the network. Multiple users can connect to the same content location, and changes made by one user are automatically updated for the other users.

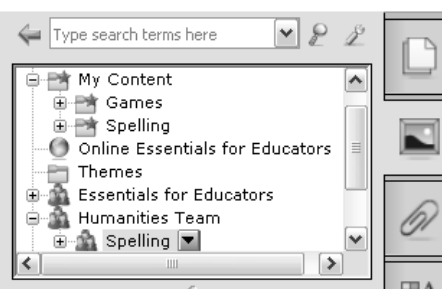
A *team content* folder can be created by your network administrator, and instructions can be found on [www.smarttech.com](http://www.smarttech.com), under the **Support** heading.

To connect to your team content folder, select the **Gallery Actions** icon to the right of the search button, then select **Connect to Team Content**. Follow the prompts to locate your team content folder.

To copy files to a team content folder, select and drag files or objects from the My Content area of the Gallery to the team content folder. If you want to save your own changes or access the files when you are not connected to the network, copy the files from the team content folder to your My Content folder.



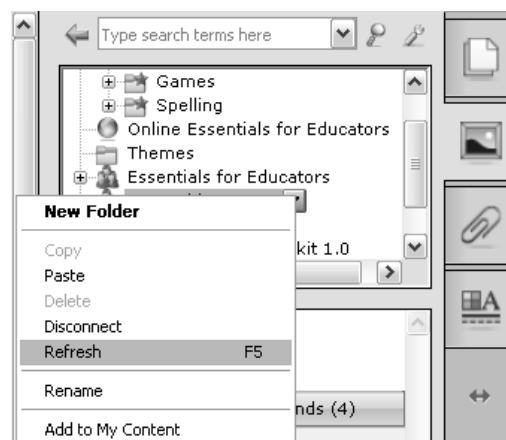
You can select and drag the spelling folder from the My Content area into the Humanities Team team content folder



The entire spelling folder now exists as a subfolder in a team content folder called Humanities Team and is accessible by others though the network

Since multiple users can connect to the team content folder to add, update or delete content, select **Refresh** from the drop-down menu to ensure that you are always seeing the most up-to-date content.

To disconnect from a team content folder, select **Disconnect** from the drop-down menu. You can skip this step to have the folder appear in the Gallery window the next time you open Notebook software.



Refresh content in the team content folder or disconnect from the network.



## REVIEW QUESTIONS: STRUCTURING AND ORGANIZING

- 1 List two ways to use links to improve the structure and organization of a lesson activity.
- 2 How do you turn on the Show All Links When Page Opens setting?
- 3 How do you move a page from one group to another?
- 4 What are the three ways you can attach items to a Notebook file?
- 5 Why would you add a keyword to an item in the My Content folder?
- 6 What is a team content folder?

## REVIEW ANSWERS: STRUCTURING AND ORGANIZING

**1 List two ways to use links to improve the structure and organization of a lesson activity.**

Link an object to another Notebook page, eliminating the need to use the Page Sorter

Link an object to a webpage so that it automatically opens the browser to the correct location

Link an object to an attached file to eliminate the need to open the Attachments tab

**2 How do you turn on the Show All Links When Page Opens setting?**

Select **View > Show All Links When Page Opens** to highlight the links each time you open the page during the current session

**3 How do you move a page from one group to another?**

Open the Page Sorter, press the **Groups** button and select **Edit groups**. To move a page to a different group, simply drag the thumbnail image for the Notebook page to the new desired location.

**4 What are the three ways you can attach items to a Notebook file?**

You can add attachments as files, shortcuts to files and Internet links.

**5 Why would you add a keyword to an item in the My Content folder?**

You can add keywords to items in the My Content folder so that they can be located using the Search function in the Gallery.

**6 What is a team content folder?**

A team content folder is a shared network folder for storing Notebook files, Gallery Collections and other learning objects that can be accessed through the Gallery by colleagues using the same network.

# Adding Style to Lesson Activities

*Notebook software includes many features to enable you to create lesson activities with a professional look. Themes, alignment tools and tables will enable you to create visually appealing files.*

## Properties Tab

The Properties tab provides easy access to formatting and editing options for a selected object or objects on a Notebook page. Many formatting options are accessible through the Properties tab, however only those options that are available for the currently selected object will be visible at any time. These options may include the following items:

- The color, transparency and fill effects of objects
- The color, thickness and style of lines
- The font type, size and style of text
- The animation settings for objects

The Properties tab also includes a Page Recording tool, enabling you to record actions on the current page.

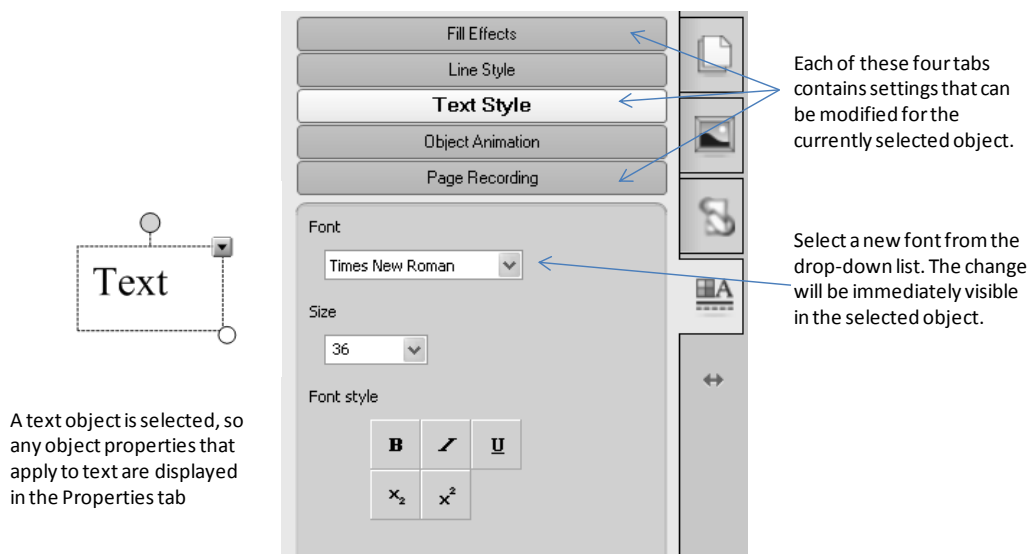
### Opening the Properties Tab

There are three ways to access the Properties tab:

- 1 Press the **Properties** toolbar button
- 2 Press the **Properties** tab
- 3 Select the object, press the object drop-down arrow and select **Properties**

### Changing an Object's Properties

To change an object's properties, select the object(s) and open the Properties tab. You can select several objects and change their properties at the same time. Any modifications that you make in the Properties tab will be immediately visible on the selected object(s).



## Fill Effects

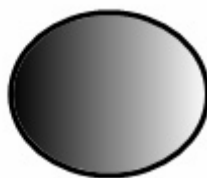
In this section, you can change the transparency and fill effects of an object. Increasing an object's transparency means that the image appears lighter on the page, enabling you to see objects that are placed behind it. To change the object's transparency, drag the slider from solid to more transparent.

With many objects you can also change the color and type of fill used in the object. There are four fill types:

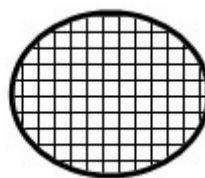
- 1 **Solid fill** – Select a color from the color palette to fill the object entirely. To access more color options, press the **More...** link.
- 2 **Gradient fill** – This type of fill changes, in a gradual transition, from one color to another. Select a color from each of the two palettes. Select a style (the direction the fill transitions in) from the drop-down list. The object will change on a gradient from one to the other.
- 3 **Pattern fill** – This type of fill fills your object with the pattern that you select from the palette. You can also select foreground and background colors for your pattern by clicking the appropriate links. the palette will adjust using your selected colors, making it easier to choose.
- 4 **Image fill** – Select image fill to fill your object with an image file you have stored on your computer. Press the **Browse** link to locate your image file. The image file will be imported in its original size. If you have large files and would like to be able to see the entire image, resize the file using your photo editing software file before using it as a fill.



solid fill



gradient fill




pattern fill



image fill

---

**TIP:** Whenever you are selecting colors, you have the option of using the eyedropper tool. This tool enables you to select a color from anywhere on your display and use it as the fill color. To use the eyedropper, select the object you would like to modify. Then, press the  button. Your cursor turns to an eyedropper. Press once where the color is located that you would like to use. Your object will be filled with that color.

---

## Line Style

Press the **Line Style** tab to modify line settings for a line or the outline of an object. Select the color and thickness from the palettes provided. Next, select the line style, and start and end styles from the drop-down menus.

## Text Style

Press the **Text Style** tab to modify font properties including the font type, size and style.



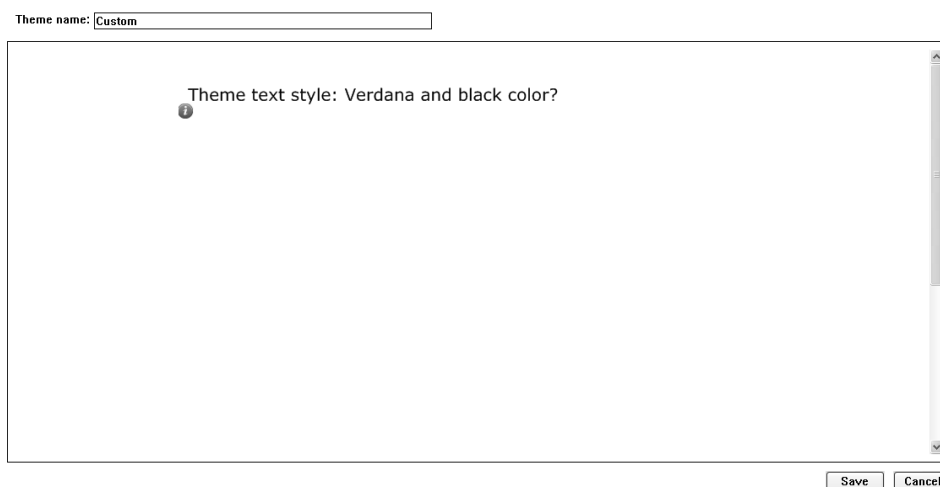
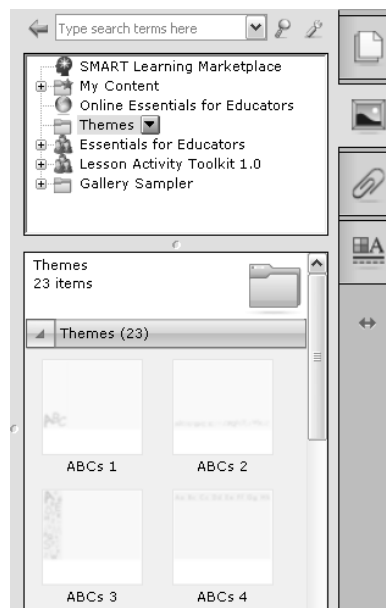
## Themes

You can use themes to apply a consistent style to pages or groups of pages in a Notebook file. The Gallery includes predefined themes, and you can also create your own. To apply an existing theme to a Notebook page or a group of pages, complete the following steps:

- 1 Open the **Gallery** tab
- 2 Select **Themes**. The Gallery displays thumbnails of the available themes.
- 3 Select the thumbnail of the theme you want to apply
- 4 Press the thumbnail's menu arrow and select **Insert in Notebook**. The *Insert Theme* dialog box appears.
- 5 Select which pages you would like to apply the theme to
- 6 Press **OK**

To create a new theme, complete the following steps:

- 1 Open the **Gallery** tab
- 2 Select **Themes**
- 3 Press the menu arrow and select **Create New Theme**
- 4 Type a name for the theme in the **Theme name** box
- 5 Select the text object that appears in the workspace, and modify the text to your desired default text style for the theme. This text object will not appear in the completed theme.
- 6 Modify the workspace to reflect your new theme. You may need to scroll down to set up the entire Notebook page.
- 7 Press **Save**



Add objects to the workspace as if it were a Notebook page.  
You can set a default font by modifying the text object that appears in the workspace.  
When finished, press the Save button.

To delete a theme, right-click on the workspace and select **Delete Theme**. You can delete a theme from an individual page, but cannot delete the theme from all the pages in a group or file at the same time.

## Active Alignment

When arranging objects on a Notebook page, you may want to align objects to increase clarity of your page. Notebook software can display guides on the page to assist you in aligning objects with other objects, the page's vertical center and the page's horizontal center.

To display guidelines, select **Format > Alignment**. The *Alignment Guides* dialog box appears.

There are three types of alignment guides available. Check the Alignment Guides options you would like to use. To turn a guide tool off, uncheck it.

Select **Show guides for active objects** to display a guideline when you move an object into alignment with another object. Guides will appear on the page to assist you in aligning objects to any side or center of a nearby object.

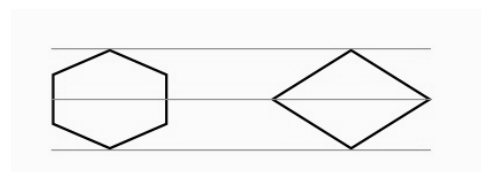
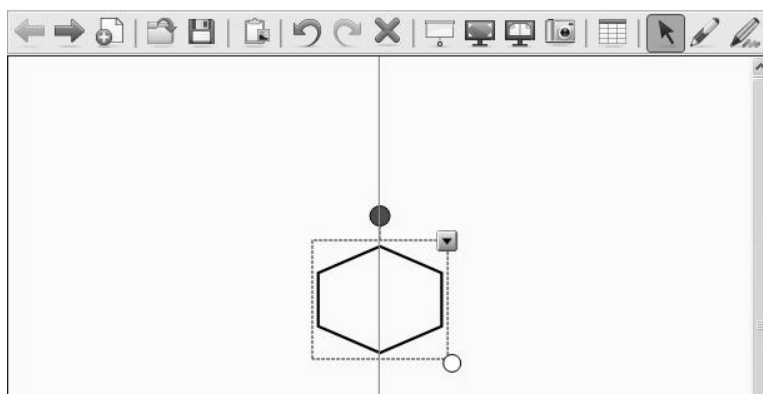
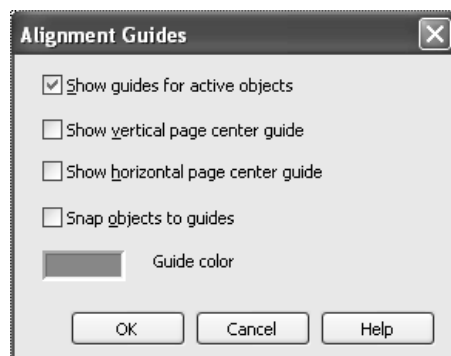
Select **Show vertical page center guide** to display a guide when you move an object toward the page's vertical center.

Select **Show horizontal page center guide** to display a guide when you move an object toward the page's horizontal center.

If you would like objects to snap to guidelines as you move the object on the Notebook page, check the **Snap objects to guides** option.

To change the guide color, press the **Guide color** box and choose a new color from the palette.

If you have turned on any of the alignment guides, they will appear when appropriate when you are working on the Notebook page. As you move an object in range of another object, or the horizontal or vertical center of the page, the guides will appear. If you selected *Snap object to guides*, your object will automatically snap into place on the guideline.



## Tables

To add a table, complete the following steps:

- 1 Press the **Table** button or select **Insert > Table**. An eight by eight grid appears.
- 2 Select the number of columns and rows that you would like to include in the table by dragging over the cells in the grid
- 3 The table appears on the Notebook page

### Adding Text and Objects to Tables

Once you have created a table, you can add text and objects, including freehand objects, geometric shapes, straight lines and graphic files to the table cells simply by dragging and dropping. To add text to a cell, double-click on a cell. A text box will appear. To add an object to a table, select the object and drag it to the destination cell. To remove an object from a table, select it and drag it out of the table.

**TIP:** Each cell can contain only one object. If you would like to add multiple objects to a cell, for example, an image and a text descriptor of the image, group the objects before adding them to the table.

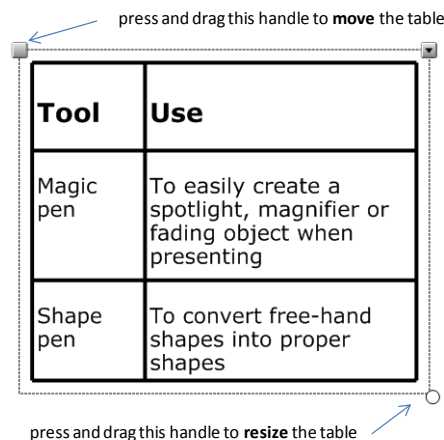
### Selecting Tables, Columns, Rows or Cells on a Notebook Page

You can select a table, a column, a row, an individual cell or a selection of cells. After you have selected a table or a part of a table, you can modify the properties of the selected area. Selecting a table is easily accomplished using the marquee select method. Use the select tool, and drag a rectangle to encompass the entire table. To select cells, rows or columns, press inside the table area and drag over the specific cells you would like to select.

### Moving and Resizing Tables

To move a table on the Notebook page or to another page, select it. A square handle appears in the table's upper-left corner. Use this handle to drag the table to the desired location.

To resize a table, select the table and press the resize handle in the lower-right corner of the table. Drag the handle to increase or reduce the size of the table.



### Resizing Columns and Rows

You can resize rows and columns by pressing the table lines and dragging them to adjust them to the preferred size. For example, to expand the width of the first column, press the vertical line to the right of the column. A double-headed arrow appears. Drag the vertical line to the right to create a wider column. You can use this

method to alter the size of any row or column, but you are limited by the height and width of the table. To increase the height or width of the table, drag the outer edge of the table to the desired height or width.

Tool	Use
Magic pen	To easily create a spotlight, magnifier or fading object when presenting
Shape pen	To convert free-hand shapes into proper shapes

to adjust column width, press on the line and drag it

### Inserting or Removing Columns, Rows, Cells

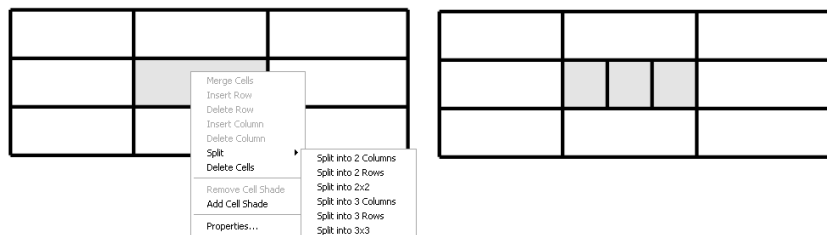
After creating a table, you can customize it by inserting or removing columns, rows and cells. To add a new column or row, select a column or row, right-click and select **Insert Column** or **Insert Row**. New columns will appear to the right of the selected column. New rows will appear below the selected row.

To remove a column or row, select a column or row, right-click and select **Delete Column** or **Delete Row**. The currently selected row(s) or column(s) will be deleted.

You can also delete an individual cell or group of cells from a table. For example, when creating a crossword puzzle, you wouldn't want a complete grid to appear. To delete unnecessary cells, select the cell(s) you would like to delete, right-click and select **Remove Cells**.

### Splitting or Merging Table Cells on a Notebook Page

To further customize the appearance of your table, you can split and merge cells. To split a cell means to turn one cell into two or more cells within the same area. Notebook software provides several options for splitting cells, including split into 2x2, split into 3 rows and several other options.



To merge a cell means to turn two or more cells into one cell that then occupies the same area as the individual cells. To merge cells, select the cells, right-click and select **Merge**.

### Cell Shades

Cell shades are similar to a screen shade, but they cover and reveal the contents of individual cells in a table. Cell shades enable you to reveal the table content at a pace appropriate to the lesson. You can add a cell shade to an individual cell, a group of cells such as a row or column, or an entire table.

To add a shade to a cell, multiple cells or an entire table, select the cell(s). Right-click and select **Add cell shade**. To remove a shade from a cell, multiple cells or an entire table, select the cell(s), right-click and select **Remove cell shade**.

To reveal the contents of a cell covered by a cell shade, press once on the cell shade.

Tool	Use
Magic pen	
Shape pen	

## Lesson Pages

Ready-made pages make it easy for you to add structure and style to your lessons, and using consistent page templates lets the viewer know where to look for information. You can find templates for title pages and lesson pages – complete with title bars – in the Pages folder of the Lesson Activity Toolkit.

To add one of these templates to your lesson, drag and drop it onto any page of the Notebook file, then fill out the pages to suit your lesson activity. To change the text on the pages and title bars, highlight the existing text and start typing.



Adobe Flash version of a lesson page template. Press the ? to add notes and instructions so that they will appear in the title bar any time the ? is pressed.

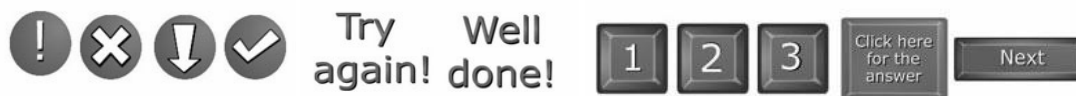


Notebook page version of a lesson page template. Use the pull tab to add notes and instructions or delete it.

Lesson pages from the Lesson Activity Toolkit are available in both Adobe Flash and Notebook page format. The Adobe Flash pages include a Help button. Press this button to add important text to your page to explain the activity or provide needed information. The version for the Notebook page includes a pull tab for you to add text to or delete if it is not required.

## Graphics

Icons and images from the Graphics folder will help you create sophisticated and engaging language arts lessons. Title bars and pull tabs can be dragged directly onto the Notebook page. You can assign page links and weblinks to buttons and icons to make the lesson more interactive and engaging, and improve the flow. The Lesson Activity Toolkit provides all items in five colors, enabling you to select a background in your preferred color, and color coordinate the graphics, icons and buttons.



You can add links to buttons and any other graphic from the Lesson Activity Toolkit to improve the flow of your lesson. To add a link to an object, complete the following steps:

- 1 Select the object drop-down menu
- 2 Select **Link**
- 3 Edit the link location details in the Insert Link dialog box
- 4 Select whether to launch the link by clicking the corner icon or the object
- 5 Press **OK**



## REVIEW QUESTIONS: ADDING STYLE

- 1    How do you turn active alignment on?**
  
  
  
  
  
  
  
  
  
  
- 2    How do you move a table?**
  
  
  
  
  
  
  
  
  
  
- 3    How do you add a cell or table shade?**
  
  
  
  
  
  
  
  
  
  
- 4    What is a theme?**
  
  
  
  
  
  
  
  
  
  
- 5    List four items you can modify in the Properties side tab.**

## REVIEW ANSWERS: ADDING STYLE

### 1 How do you turn active alignment on?

Select **Format > Alignment**. The Alignment Guides dialog box appears. Check the Alignment Guides options you would like to use and click **OK**.

### 2 How do you move a table?

To move a table on the Notebook page or to another page, select it. A square handle appears in the table's upper-left corner. Use this handle to drag the table to the desired location.

### 3 How do you add a cell or table shade?

To add cell shades to an entire table, select the table, press the table's menu arrow and select **Add table shade**. To add a shade to a cell or multiple cells, select the cell(s), right-click and select **Add cell shade**.

### 4 What is a theme?

A theme is similar to a template. It is a set of predefined style settings you can add to a Notebook page or group of pages in a Notebook file.

### 5 List four items you can modify in the Properties side tab.

- The color, transparency and fill effects of objects
- The color, thickness and style of lines
- The font type, size and style of text
- The animation settings for objects

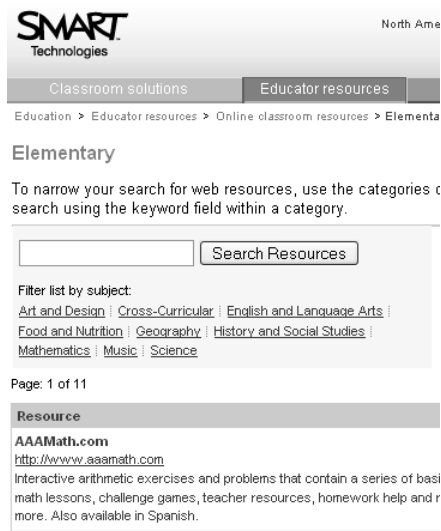


# Integrating Media

*Rich-media files and tools appeal to a variety of learning styles, can add interactivity, and save you time.*

## Integrating Rich-Media into Lesson Activities

There are many ways that you can take advantage of various types of rich-media when creating lesson activities with Notebook collaborative learning software and a SMART Board interactive whiteboard.



Using the interactive whiteboard to complete research on the Internet transforms research from an individual activity to a whole class activity. SMART Technologies even provides a list of websites that work well with a SMART Board interactive whiteboard. This list can be found at **Education.smarttech.com > Educator resources > Online classroom resources**.

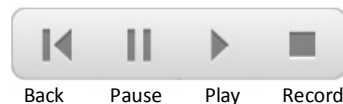
In addition to the Internet, there are several other ways that media can be incorporated into a lesson activity. You can record and replay actions with the Page Recording feature in Notebook software or the SMART Recorder. You can play, pause and write over video using the SMART Video Player. You can also easily import images and documents into Notebook software.

## Page Recorder

Using the Page Recorder, you can record any actions completed on the current Notebook page, including writing with digital ink, adding and modifying objects, and creating shapes. This recording is saved as a part of the Notebook file and can be replayed at any time from that Notebook page. The Page Recorder enables you to record an example of an activity or problem to replay when using the lesson activity in class. If students are working independently at the interactive whiteboard, they can view and re-view instructions and examples without seeking the help of the teacher.

To record actions on a Notebook page, complete the following steps:

- 1 Open the **Properties** tab
- 2 Press the **Page Recording** button
- 3 Press the **Start Recording** button
- 4 Complete any actions on the Notebook page that you would like to record
- 5 Press **Stop Recording**



A Page Recording toolbar appears at the bottom of the Notebook page, which enables you to play and pause the recording from this Notebook page at any time.

You can also play a recording by pressing the **Play** button found in the Page Recording section of the Properties tab.

## SMART Recorder

With SMART Recorder, you can make a video recording of your lesson, no matter which applications you are using on the interactive whiteboard. If you have a microphone attached, you can also record your voice. For example, this feature enables you to record sample math problems, incorporating the use of the on-screen calculator or spreadsheet, then replay the file as a review for your students or for those who missed the lesson. Recordings can be played using SMART Video Player or Windows Media® player (available free from [www.windowsmedia.com/download](http://www.windowsmedia.com/download)). You can also use the SMART Recorder to record student work on the interactive whiteboard as a form of assessment.

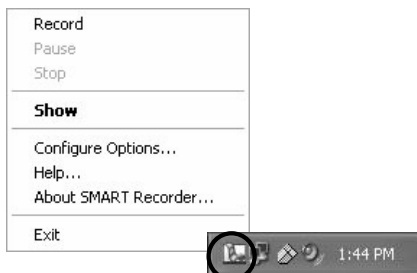
SMART Recorder has a simple three-button interface that enables you to control the recording process. To record actions on the SMART Board interactive whiteboard, complete the following steps:

- 1 Press the **Record** button. By default, SMART Recorder records the entire workspace, although you can modify this setting.
- 2 Complete the actions you would like to record
- 3 Use the **Pause** and **Record** buttons throughout the recording as required
- 4 Press the **Stop** button to end the recording
- 5 You will be prompted to save the file. Select a location, name the file and press **Save**.
- 6 The *Recording Complete dialog box* appears, providing details of the recording, including file size and recording time
- 7 If you would like to immediately view your recording, check **Play Recording**
- 8 Press OK



### Hiding the SMART Recorder

If you do not want the SMART Recorder to be visible in the recording, or you don't want it to distract your students, you can hide it in the notification area.



To do this, press the **Menu** button and select **Hide to System Tray**.

Click on the **SMART Recorder** icon to access a menu providing you the same access to Record, Pause, Stop and other features of Recorder. Select **Show** to restore the SMART Recorder to full size.

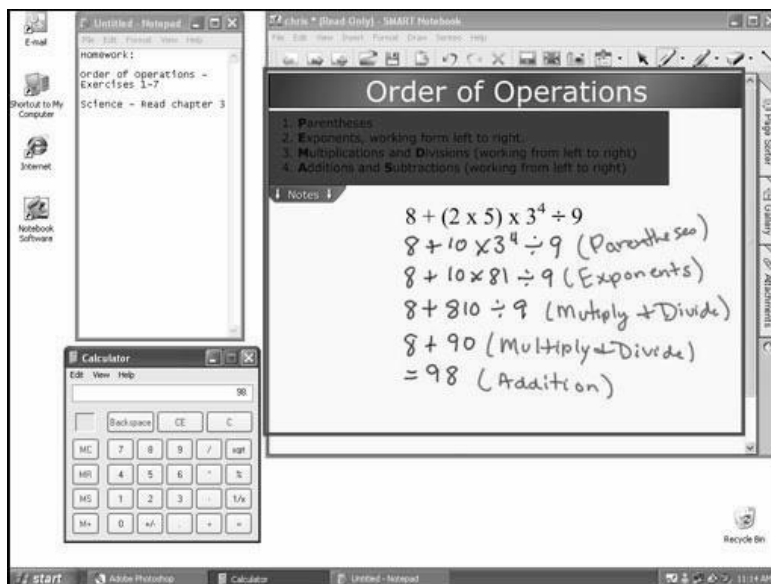
### Setting the Recording Area

SMART Recorder has three options for the region of the workspace that will be recorded. Selecting a smaller recording area will reduce the file size and can eliminate distractions from the recording, such as the task bar or any applications that are open but not necessary for the lesson.

To specify the portion of your desktop that you would like to record, press the arrow beside the Record button, and select from the following three options:

- Record Desktop (Default) – Records the entire desktop
- Record Area... – Prompts you to select the area of the screen you would like to record
- Record Window... – Prompts you to choose a window that you would like to record





Record Area... has been selected. Therefore, only the area within the red border will be recorded. This will eliminate distractions such as the calculator, Notepad and desktop icons.

### SMART Recorder Menu

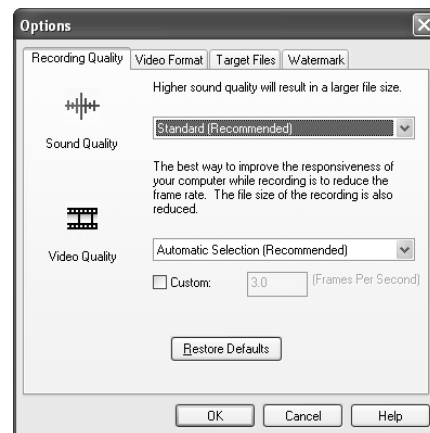
The SMART Recorder Menu button provides access to several options and settings that you can modify to make SMART Recorder work best for you. To access these settings, select Options from the Recorder Menu to launch the Options dialog box.

The **Recording Quality** tab enables you to adjust the quality levels of the sound and video recorded, which also has an impact on file size. For example, you can change the number of frames per second you record. Movies recorded at a low frame rate have a smaller file size than those with a higher frame rate, but the visual quality of the movie is reduced.

The **Video Format** tab allows you to choose a file format to save your movie. The Windows Media Video Files option creates a file that can be viewed with Windows Media player. The SMART Recorder Video option creates a more compressed file, resulting in a smaller file size. This file can be viewed only if SMART Board software is installed on the computer playing the video.

Select the **Target Files** tab to change where your Recorder files are saved on your computer.

The **Watermark** tab enables you to add an image or text watermark to your recording, which would be visible anytime the file is played. You could use this feature to include course or unit titles, the date of the lesson or your school's logo. You can adjust the placement of the watermark on the recording, and the font size, style and transparency of the watermark. You can also set a standard watermark to use each time you create a recording or select *Turn off watermark when SMART Recorder closes* to revert to using no watermark.
















## SMART Video Player

With SMART Video Player, you can play video files located on your computer or an external device, such as a camera, VCR, CD-ROM, DVD player or document reader.

Although other video players work on a SMART Board interactive whiteboard, when you are using SMART Video Player, you can write over the video, whether it is moving or still. The transparency layer does not appear over SMART Video Player when you pick up a pen tool from the pen tray. With other video players, the transparency layer appears, and the video seems to be paused while you are writing. However, it actually continues to play in the background and you miss portions of the video. If you are writing notes you would like to save for later use, you can write over a frame of video and capture your notes to Notebook software.

To launch, click the **SMART Board** icon in the notification area and select **Video Player**.

SMART Video Player has an easy-to-use button interface that enables you to play and pause video, and set your preferences for using digital ink with the SMART Video Player.

Button	Use this tool to
	show how much time is remaining in a video
	play or pause
	stop and rewind to the beginning – when using the pen tool, this button changes to a Clear Screen button, enabling you to remove any notes written over the video
	capture the current frame to Notebook software
	return the mouse to cursor mode
	use the cursor as a pen tool
	change the color of the digital ink
	change the line thickness of the digital ink
	clear any notes written over the video
	view the video in full-screen mode
	set the video to repeat continuously
	mute sound
	adjust volume

To view a video file, select **File > Open** and browse to a video file on your computer. When you have located the file, click **Open**. When you connect a video hardware device (such as a VCR, video camera or document camera) to your computer system, SMART Video Player detects the device and adds it to the Hardware menu. To view video from one of these devices, select it from the Hardware menu.

## Play List

SMART Video Player has a play list feature that enables you to prepare and save a list of videos to use in your lesson. To view the play list, select **View > Show Playlist**. To add a file to the play list, press the **Play List** button and select **Add**. You can also reorder and remove files from the play list. To save the play list for future use, press the **Play List** button and select **Save**.

## Video Player Settings

As there are many different potential uses for the SMART Video Player, there are several settings that you can change to customize the way that the Video Player works and responds to your actions, including the video playback speed, what happens when you pick up a pen tool and how long any notes you make are displayed on the screen. To access the Video Player Settings dialog box, select **Settings > Video Player Settings**.

### Pause While Writing

The default setting for Video Player is to pause whenever you pick up a pen tool. With this setting, you can stop the video, make notes and lead a discussion with your students. When you are ready, you can put the pen down to continue watching the video. Alternatively, you can deselect the **Pause when tool(s) lifted** check box, changing the settings so that the video continues to play when you are using the pen tool. This action enables you to highlight important points on the screen without interrupting the flow of the lesson.

### Fading Out Annotations

As the video plays, you might want your notes to disappear without having to press the Clear Screen button. To enable or disable the Fade out notes option, complete the following steps:

- 1 Select or deselect the **Fade out notes** check box
- 2 Designate the amount of time (in seconds) that should pass before the digital ink begins to fade and how long it should take to clear the screen
- 3 Press **OK**



### Remembering Hardware Source

If you frequently use SMART Video Player to display video from an external source, such as a DVD player or electronic microscope, you can save on preparation time by checking the **Remember last hardware** source option. SMART Video Player will automatically look for a video file on the last hardware source used.

### Removing Toolbar in Full-Screen Mode

To ensure that the video is visible for the entire class, you may want to display the video in full-screen mode, using the entire interactive whiteboard. When you select the full-screen view, a different toolbar appears with buttons for playing and pausing the video, and for capturing and clearing your writing. This toolbar also includes a button for returning to normal view. Use the Remove toolbar in full-screen mode option to set how long this toolbar remains on screen. To access the Video Player toolbar after it has disappeared, touch the interactive screen.



### Video Playback Speed

You can adjust the speed of video playback by selecting **Settings > Playback Speed**. Tailor the video playback to your class needs by selecting at a slower or faster speed.

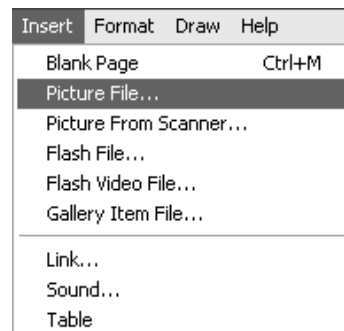
## Import Images

In addition to using the many images and objects included in the Gallery, you can easily import your own pictures into a Notebook file. To insert a picture from a file on your hard drive or network, complete the following steps:

- 1 Select **Insert > Picture File**. The *Insert Picture File dialog box* opens.
- 2 Locate your picture file
- 3 Select **Open** to import the image into the current Notebook page

You can also import printed material, such as an overhead transparency sheet, if there is a scanner connected to your computer.

- 1 Select **Insert > Picture From Scanner**. The *Insert Scanned Picture dialog box* opens.
- 2 Select a scanner from the list
- 3 Press the **Scan** button
- 4 Scan your picture and adjust it as needed, following the instructions provided by the scanner's software
- 5 When the scan is complete, close the dialog box and return to Notebook software



## Importing a File with SMART Notebook Print Capture

SMART Notebook Print Capture is a printer driver installed with Notebook software that imports a file or specified pages of a file into the Notebook file. Each page of the imported file appears as an object on its own Notebook page, with its original formatting and page breaks preserved. This feature is different than Capture to Notebook software, because it enables you to import full pages, page ranges and files, not just the visible work area.

You can import Microsoft® Word software documents or any other type of document that you would normally be able to print. This feature is particularly useful if you have existing electronic resources, but you would like to take advantage of the interactivity that Notebook software enables. You can import worksheets and documents that you would normally transfer to an overhead transparency. You can also use this feature to save examples of students' work in one convenient Notebook file.

- 1 To import a file using print capture, complete the following steps:
- 2 In the source application, select **File > Print**. The *Print dialog box* opens.
- 3 Select **SMART Notebook Print Capture** from the list of printers
- 4 In the Print dialog box, select a page range
- 5 Press **OK**

**NOTE:** If Notebook software is already open, the pages from the source file are added to the Notebook file after the current Notebook page. If Notebook software is not already open, it will launch.

### Changing the Properties of the SMART Notebook Print Capture Driver

When you import a file with SMART Notebook Print Capture driver, each page appears as an image on its own Notebook page. Just as with any printer driver, you can change the page orientation and additional print properties. To change the page orientation, do the following:

- 1 In the source application, select **File > Print**. The Print dialog box opens.
- 2 Select **SMART Notebook Print Capture** from the list of printers
- 3 Press the **Properties** button. The *SMART Notebook Print Capture Properties dialog box* opens.
- 4 Select **Landscape** orientation or **Portrait** orientation
- 5 Press **OK**